HUAWEI Y6 2017

User Guide

HUAWEI

Contents

Exciting New Features

Easy Key 1
Screen recorder 1

Installing Applications

Sharing applications using a microSD card 3
Uninstalling an application 3

Getting Started

Locking and unlocking the screen 4
Touchscreen gestures 5
Status and notification icons 7
Home screen 8
Notifications 13
Accessing applications 16
Personalising your phone 19
Entering text 22

Calls and Contacts

Making calls 23
Answering or rejecting a call 25
Functions available during a call 26
Answering a third-party call 27
Making a conference call 28
Viewing the call log 28
Call settings 29
Creating a contact 30
Importing or exporting contacts 31
Managing contacts 32
Finding a contact 33
Viewing contacts from different accounts 34
Adding a contact to your favourites 34
Contact groups 34

Messaging and Email

Sending a message 37
Replying to a message 37
Searching for messages 38
Deleting threads 38
Managing messages 38
Blocking spam messages 39
Managing common phrases 39

Adding a message signature 39
Adding an email account 39
Sending an email 40
Checking your emails 41
Managing VIP contacts 41
Account settings 42

Camera and Gallery

Accessing the viewfinder 43
Taking a photo 43
Capture modes 43
Time-lapse mode 48
Panoramic shots 48
Launching the camera from Gallery 50
Shooting a video 50
Video settings 51
Camera settings 51
Viewing photos and videos 52
Adding notes to an image 54
Organising photos and videos 54
Sharing images or videos 56
Editing an image 56
Using Camera or Gallery to scan a QR code 57

Music and Video

Adding songs to your phone 58
Searching for local music 58
Listening to music 58
Controlling playback using a smart headset 59
Creating a playlist 60
Playing a playlist 60
Setting a song as the ringtone 61
Playing a video 61

Accessing the Internet

Connecting to the Internet using mobile data 62
Connecting to the Internet using Wi-Fi 62
Sharing your mobile Internet with other devices 63
Transferring data using Bluetooth 66
Transferring data using Wi-Fi Direct 67
NFC and payment 68

Backup and Restore

Using the Backup application to back up and restore data 70
Restoring factory settings 71

Updating your phone 71
OTA updates 71

File Management

Viewing files 73
Creating folders 73
Renaming files 73
Copying, moving or deleting files 74
Creating or extracting archives 74
Excluding small images 74
Storing private files in a safe 75

Power Management

Viewing battery usage statistics 76
Reducing power consumption 76
Enabling the Ultra power plan 76
Closing background applications when the screen is locked 77
Preventing background applications from accessing the Internet 77
Configuring display and sound settings 77

Phone Manager

Optimising your system 78
Managing data usage 78
Harassment filter 78
Battery management 79

Tools

Calendar 80
Clock 81
Weather 83
Notepad 84
Calculator 85
Sound recorder 85
Mirror 86

Settings

Enabling location access 88
Increasing indoor positioning accuracy 88
Configuring the display settings 89
Sound settings 89
Changing the screen unlock method 90
Gestures and navigation settings 91
Aeroplane mode 91
Using the floating dock 92
Setting your SIM card PIN 93

Setting up an account 93
Setting the date and time 94
Changing the system language 94
Viewing your phone's specifications 95
Viewing the available storage space 95
Formatting the microSD card 95

Accessibility Features

About your phone's accessibility features 96
TalkBack 96
Magnification gestures 98
Using the power button to end a call 99
Adjusting the screen response time 99
Colour correction 99

Exciting New Features

Easy Key

The Easy Key is a multi-functional key on the left side of your phone. Different gestures you perform with the Easy Key will launch different functions. It's completely customisable so you can define what each gesture does.

To customise the Easy Key, go to **Settings** > **Smart assistance** > **Easy Key**.

Screen recorder

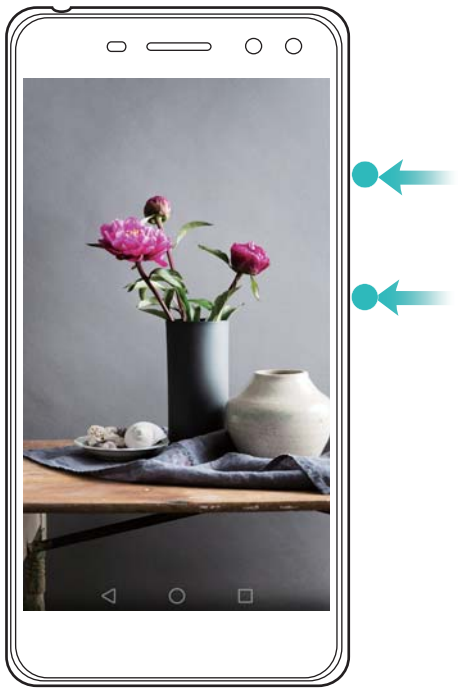
Use the screen recorder feature to record video game footage or teach friends and family how to use phone features.

To protect your privacy, unlock your phone before recording your screen.

Starting the recording

Start recording the screen using one of the following methods:

- Press the volume up and power buttons simultaneously and select the desired recording mode.



You can choose from HD mode or Mini mode. Mini mode records in a lower resolution, resulting in smaller file sizes and faster upload speeds.

- Audio will also be recorded, therefore make sure that you are in a quiet environment.
- Recording will stop automatically when you make or receive a call.
- When making a screen recording, you will not be able to use the recording feature in other applications.
- Longer recordings will take up more space on your phone's internal storage, so ensure there is enough space before recording.

Stopping the recording

Stop recording the screen using one of the following methods:

- Press the volume up and power buttons simultaneously.
- Touch the screen recording icon in the upper left corner of the status bar.

Open the notification panel and touch to share your screen recording.

By default, screen recordings are stored in **Gallery**, within the **Screen recordings** folder.

Installing Applications

Sharing applications using a microSD card

Save installation packages to a microSD card to share them with other phones.

Installation packages from third-party sources may contain viruses or malicious software and should be installed with caution. Only install applications from trusted sources.

1 Insert the microSD card containing the installation package into your phone.

2 Open **Files**, locate the installation package on the microSD card, then touch to install.

A warning message may be displayed during the installation process. Always read these messages carefully. If you wish to proceed with the installation, touch **Settings** and then turn on the **Unknown sources** switch to allow your phone to install third-party applications. After you have finished installing the application, touch **Settings** > **Advanced settings** > **Security** and turn off the **Unknown sources** switch to prevent your phone from installing applications downloaded from unofficial sources.

After installation, the application will be visible on your home screen.

Uninstalling an application

Free up space on your phone and boost performance by removing unused applications.

Some pre-installed system applications cannot be removed.

- On the home screen, touch and hold the application you want to uninstall and drag it to the icon.
- Touch **Settings** > **Apps**, select the application you want to uninstall and then touch **Uninstall**.

Getting Started

Locking and unlocking the screen

Locking the screen

- Press the power button to manually lock the screen.
- The screen will lock automatically and enter sleep mode after it has been idle for a certain period to reduce power consumption and prevent unintended operations.

To change the screen sleep time, open **Settings**. Touch **Display** > **Sleep** and select a time.

Your phone will continue to receive messages, notifications and incoming calls when the screen is locked. The status indicator will flash green when you receive new notifications. When you receive an incoming call, the screen will turn on and display the caller information.

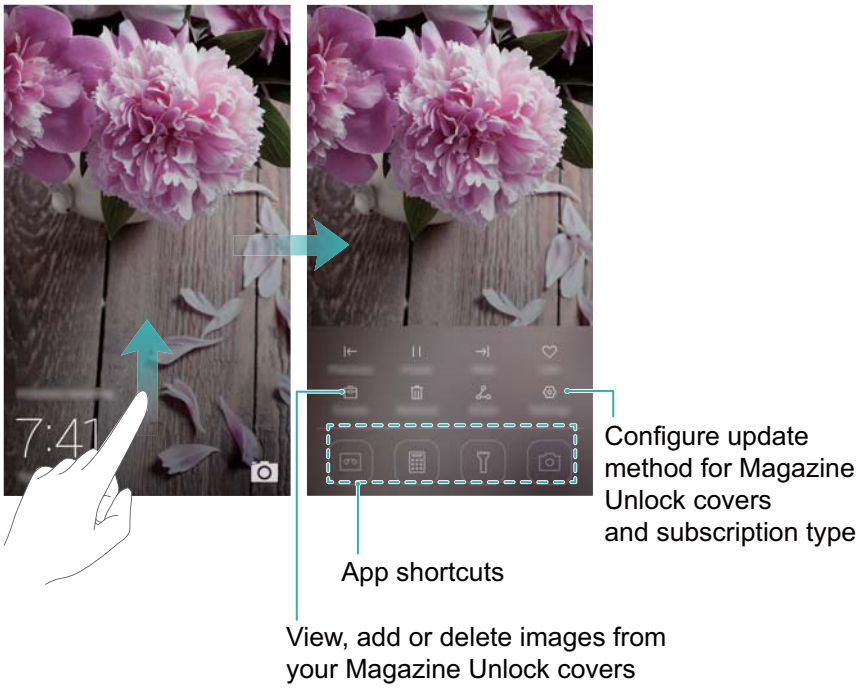
Unlocking the screen

When the screen is off, press the power button to wake the screen. Slide your finger in any direction to unlock the screen.

Magazine Unlock

Use Magazine Unlock to create your own selection of lock screen images and bring your lock screen to life.

Swipe up from the bottom of the lock screen to display the Magazine Unlock options.


7:41
Configure update method for Magazine Unlock covers and subscription type
App shortcuts
View, add or delete images from your Magazine Unlock covers

Add magazines to the viewing list: Touch > **Subscriptions** to add your favourite magazines to the viewing list.

Updating your Magazine Unlock covers requires an Internet connection. Set your phone to update over Wi-Fi to avoid excessive data usage. Touch , then turn on the **Auto-update via Wi-Fi** switch.

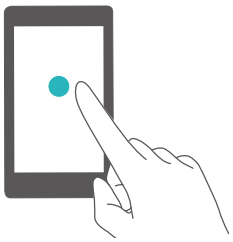
Manage Magazine Unlock covers: Touch , then touch . Select the desired images to add them to the viewing list. To delete covers from the viewing list, touch , then touch and hold the desired image and select **Remove**.

Add covers to favourites: Touch to add the current cover to your favourites. Images that have been added to your favourites will not be deleted from the viewing list after an online update.

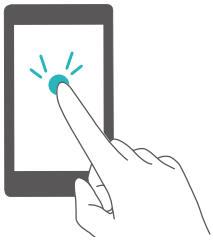
Delete old covers: Touch , then turn on**Auto-delete covers older than 3 months** the **Auto-delete covers older than 3 months** switch. Covers older than 3 months will be automatically deleted from the viewing list. Covers in your favourites will not be deleted.

Touchscreen gestures

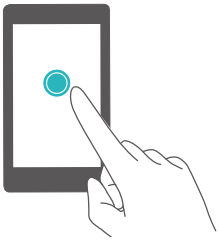
Use simple touchscreen gestures to perform a variety of tasks, such as open applications, scroll through lists and zoom images.



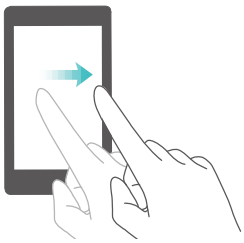
Touch: Touch an item once. For example, touch to select an option or open an application.



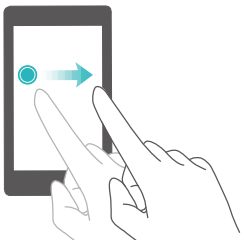
Double touch: Touch the target area of the screen twice in quick succession. For example, double touch an image in full screen mode to zoom in or out.



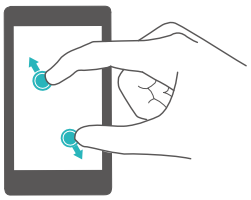
Touch and hold: Touch and hold the target area of the screen for at least 2 seconds. For example, touch and hold a blank area on the home screen to access the home screen editor.



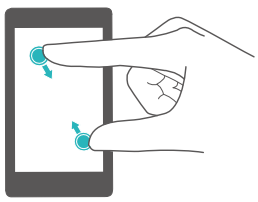
Swipe: Swipe your fingers on the screen. For example, in the **Notifications** tab, swipe left or right on a notification to dismiss it. Swipe vertically or horizontally to go to other home screens, scroll through a document and more.



Drag: Touch and hold an item, then move it to another position. For example, use this gesture to rearrange applications and widgets on the home screen.



Spread fingers apart: Spread two fingers apart on the screen. For example, spread two fingers apart to zoom in on a picture or web page.



Pinch fingers together: Pinch two fingers together on the screen. For example, pinch two fingers together to zoom out on an image.

Status and notification icons

Status icons

Status icons are displayed on the right-hand side of the status bar. Status icons display information about your phone's status, such as network connection information, signal strength, battery level and time.

Status icons may vary according to your region or carrier.

	Signal strength		No signal
G	Connected over GPRS	3G	Connected over 3G
E	Connected over EDGE	H	Connected over HSPA
H+	Connected over HSPA+	R	Roaming
4G	Connected over LTE		Bluetooth enabled
NFC	NFC enabled		Vibration mode enabled
	Aeroplane mode enabled		Alarm enabled
	Receiving location data from GPS		Battery full
	Silent mode enabled		No SIM card found
	Charging		Headset inserted
	Battery low		

Notification icons

Notification icons are displayed on the left-hand side of the status bar when you receive a new message, notification or reminder.

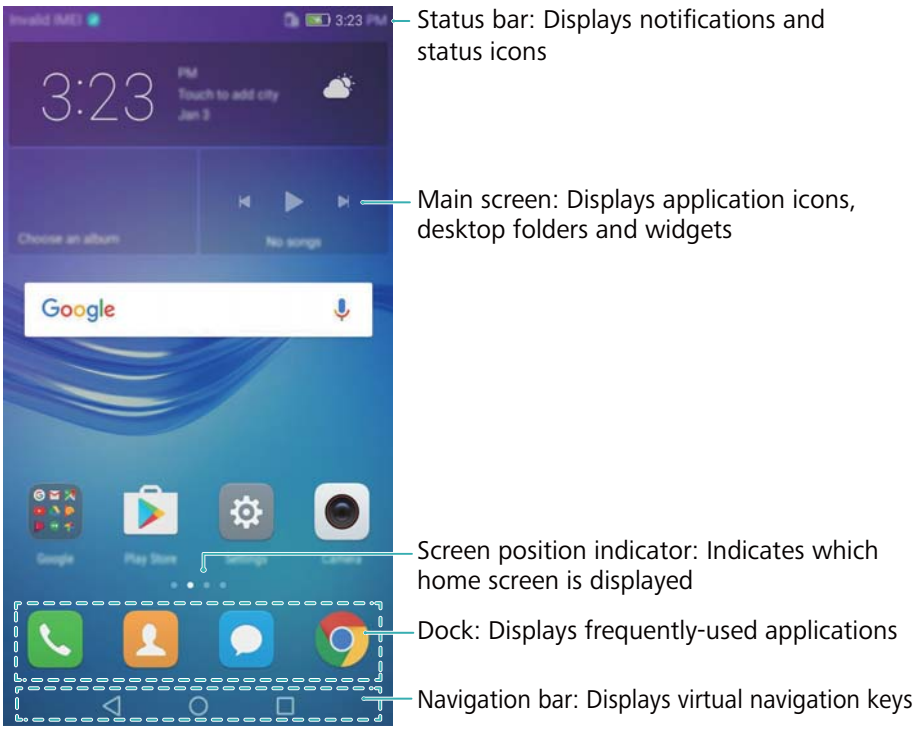
	Missed calls		Call in progress
	New emails		New messages
	Select an input method		New voicemail
	Connected over Wi-Fi		Wi-Fi network available
	Downloading data		Uploading data

	Upcoming events		Phone memory full
	Portable Wi-Fi hotspot enabled	• • •	More notifications
	USB tethering enabled		Connected to a VPN
	USB debugging enabled		

Home screen

Getting to know your home screen

Your home screens are where you can find your favourite widgets and all your applications. The application list has been removed to give you a more convenient and direct path to your applications.

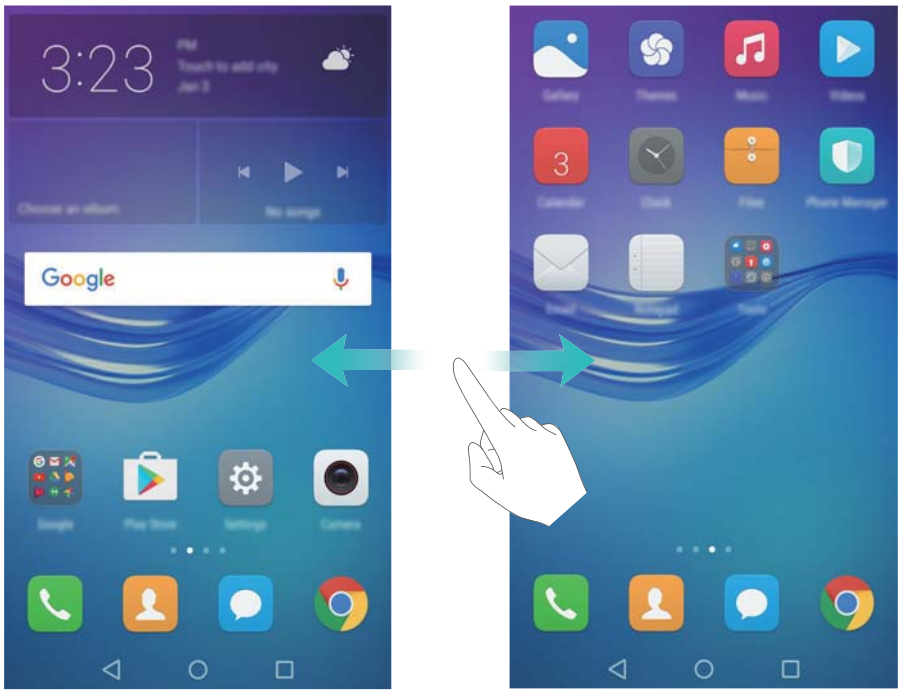

Status bar: Displays notifications and status icons
Main screen: Displays application icons, desktop folders and widgets
Screen position indicator: Indicates which home screen is displayed
Dock: Displays frequently-used applications
Navigation bar: Displays virtual navigation keys
3:23
Google

Virtual navigation bar keys:

- **Back**: Touch to return to the previous screen or close an application. When entering text, touch to close the onscreen keyboard.
- **Home**: Touch to return to the home screen.
- **Recent**: Touch to access the list of recently used applications.

Switching between home screens

Swipe left or right to view the extended home screens. Touch **Home** to return to the default home screen.



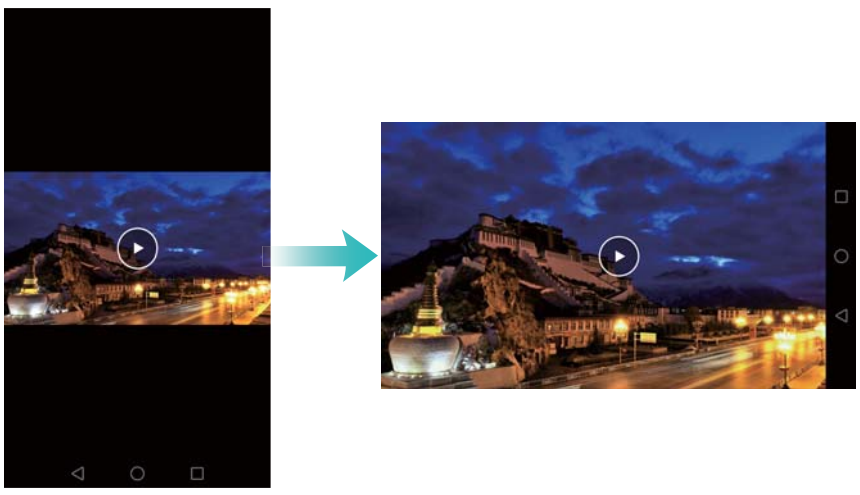
On the home screen, pinch two fingers together or touch and hold a blank area on the screen to access the home screen editor. You can:

- **Set the default home screen**: Touch at the top of the home screen to set the chosen home screen as the default home screen.
- **Move a home screen**: Drag the home screen to the desired location.
- **Add a home screen**: Touch + on the home screen furthest to the left or right.
- **Delete a blank home screen**: Touch × at the bottom of a blank screen.

Automatic screen rotation

When you rotate your phone, some applications will automatically adjust the screen orientation to make them easier to use. This feature also lets you use tilt-controlled applications.

Swipe down from the status bar to open the notification panel, then touch **Auto Rotate** in the **Shortcuts** tab to enable or disable automatic screen rotation.



Organising applications and widgets on the home screen

Adding a widget to the home screen

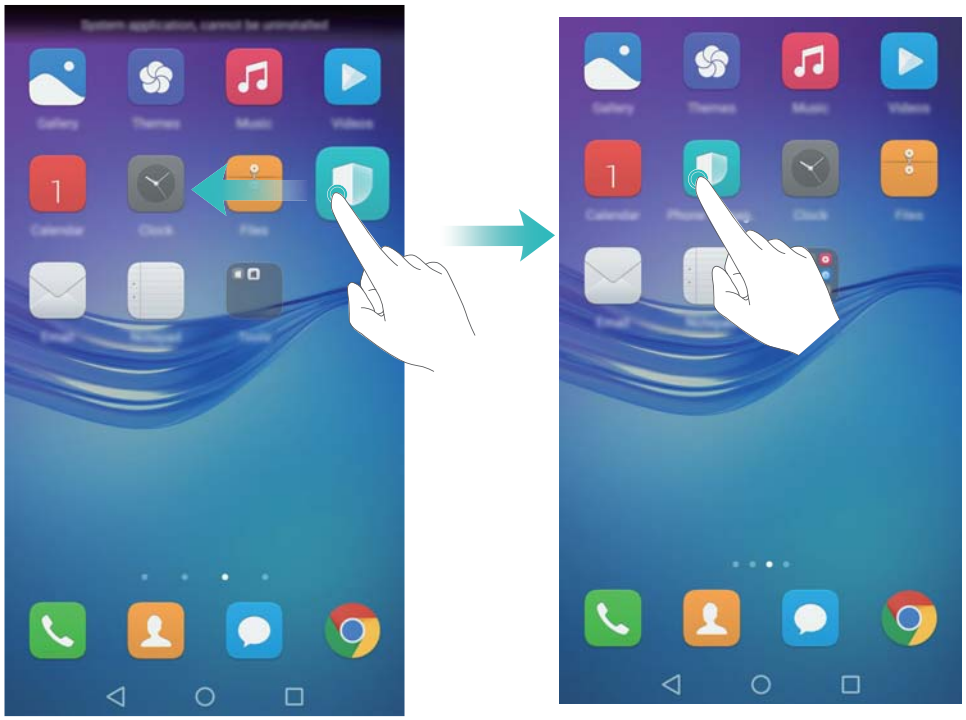
Add frequently used widgets to the home screen for quick access.

On the home screen, pinch two fingers together to open the home screen editor. Touch **Widgets** and select a widget. Touch and hold the widget and drag it to a blank area on the home screen.

You must have enough space on the home screen to add widgets. If there is not enough space, add another home screen or free up some space.

Moving a widget or icon

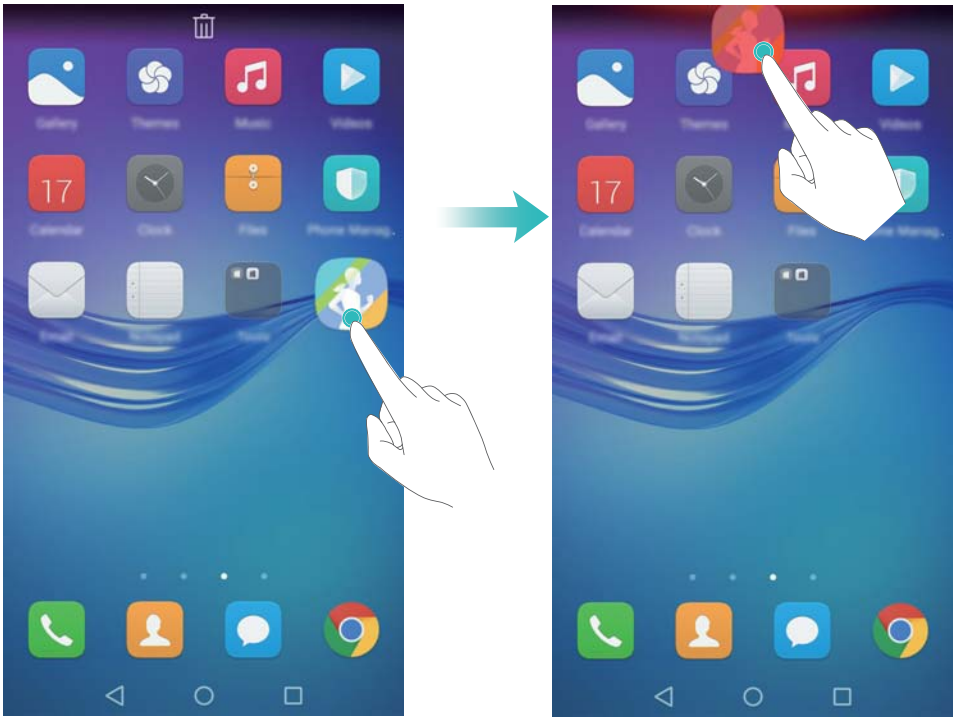
On the home screen, touch and hold an application icon or widget until your phone vibrates. You can then drag the application icon or widget to the desired location.



Deleting a widget or icon

On the home screen, touch and hold the application icon or widget you want to delete until is displayed at the top of the screen. Drag the unwanted application icon or widget to .

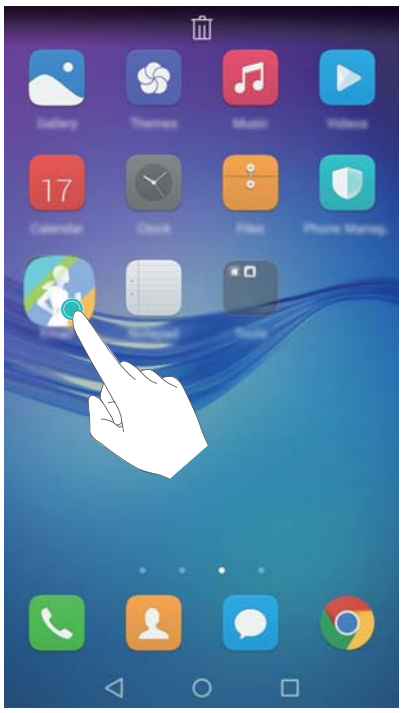
After you have moved/deleted an application icon, a blank space will appear on the home screen. You can sort application icons automatically; for more information, see Aligning home screen applications automatically.



Creating a folder

Create home screen folders to organise your applications by type. For example, you can create a Games folder that contains all of your game applications.

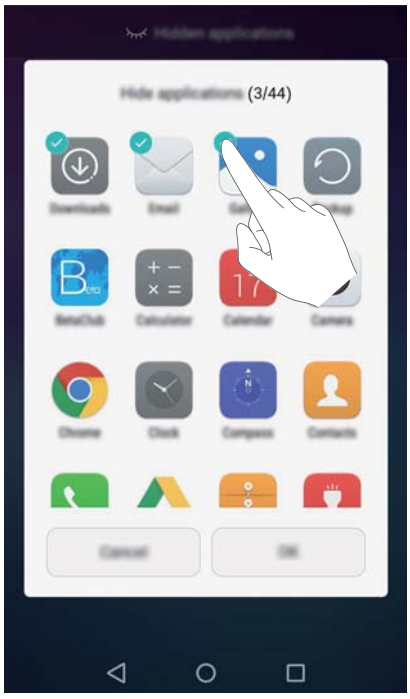
On the home screen, drag an icon on top of another icon to create a folder containing both applications. To rename the folder, open the folder, then touch the folder name.



Hiding applications

On the home screen, spread two fingers apart. Touch **Add**. Select the applications you want to hide and touch **OK**. Applications will not appear on the home screen after they have been hidden.

To restore a hidden application to the home screen, touch **Add** on the hidden applications screen, deselect the desired application, then touch **OK**.



Notifications

Status indicator

The status indicator changes colour and flashes to indicate the following:

- Steady red (not charging): The battery level is critically low and the phone will turn off automatically.
- Steady red (when charging): The battery level is critically low.

- Steady green (when charging): The battery is almost full or already full. Unplug the charger when the battery level reaches 100%.
- Flashing green (not charging): You have unread messages, notifications or missed calls.

Notification badges

Notification badges appear in the top right corner of application icons.

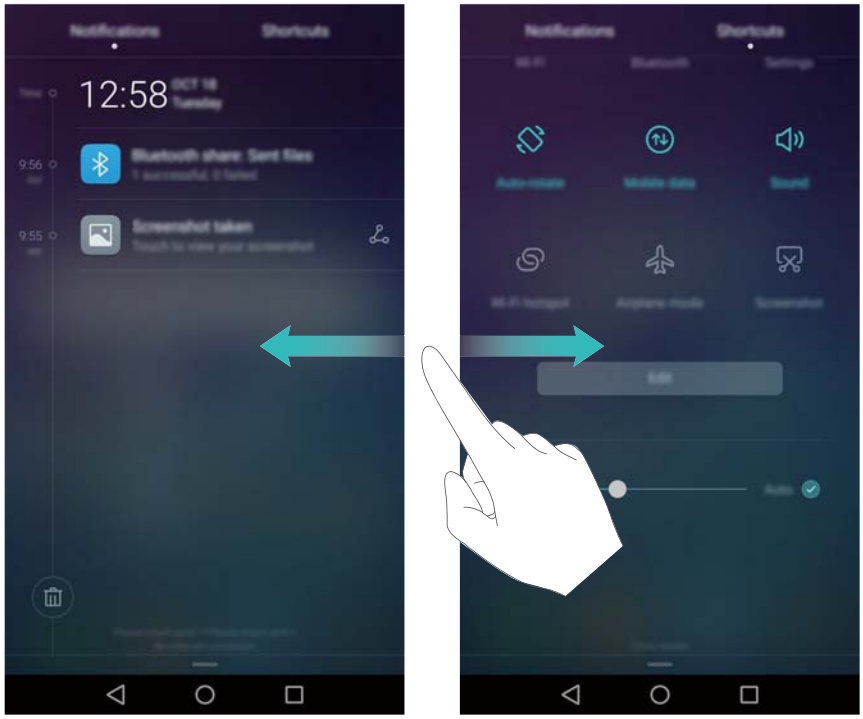
The badge number indicates the number of new notifications. Open the corresponding application to view more details about the notifications.

To disable notification badges for an application, pinch two fingers together on the home screen to open the home screen editor, then touch **More settings** > **Badge app icons** and turn off the switch next to the corresponding application.

Notification panel

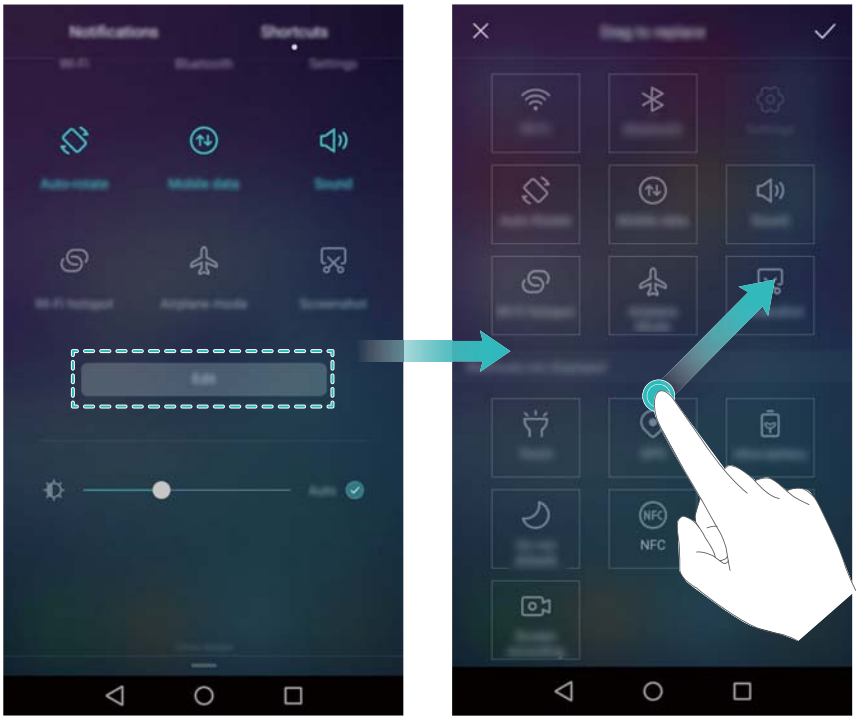
Swipe down from the status bar and open the notification panel to view notifications.

Swipe left on the notification panel to go to the shortcuts tab.



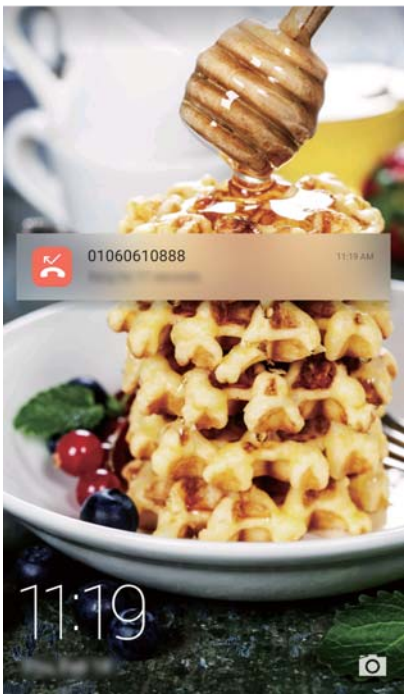
Swipe up on the screen, or touch **Back** or **Home** to close the notification panel.

Customise shortcut switches: Swipe up on the shortcuts tab, then touch **Edit**. Drag the shortcut switch to the desired location for easier access.



Viewing notifications on the lock screen

New notifications (such as missed calls and messages) are displayed on the lock screen.



Swipe right on a lock screen notification to view its details.

By default, your phone will only display lock screen notifications for certain applications. If you want to enable lock screen notifications for more applications, see Managing notification permissions.

Managing notification permissions

Disable notifications for an application to prevent unnecessary disturbances.

1 Open **Settings**.

2 Touch **Notification panel & status bar** > **Notification manager**, then select the desired application.

3 Enable or disable notification settings as desired.

Display notifications in do not disturb mode: Select the desired application in **Notification manager**, then turn on the **Priority display** switch. Notifications will still be displayed when **Allow only priority interruptions** is enabled in do not disturb mode.

Notification and status bar settings

Change the notification and status bar settings to customise how notifications and status reminders are displayed.

Open **Settings**, then touch **Notification panel & status bar** to configure the drop-down and display settings for the notification and status bar.

Configuring the drop-down settings for the notification bar

- Touch **Drag actions** > **Smart selection**. When you open the notification panel, your phone will go to the notifications tab if you have new notifications, otherwise it will go to the shortcuts tab.
- Touch **Drag actions** > **Determine from drag position**. Swipe down from the left of the status bar to open to the notifications tab, or swipe down from the right of the status bar to open the shortcuts tab.
- Turn on the **Notification panel** switch to access the notification panel when the screen is locked.

  You cannot access the notification panel from the lock screen if you have set a screen lock password.

Configuring the display content for the notification and status bar

Turn the **Display carrier name**,**Display network speed**,and **Battery status** switches on or off to configure the content that is displayed in the status bar.

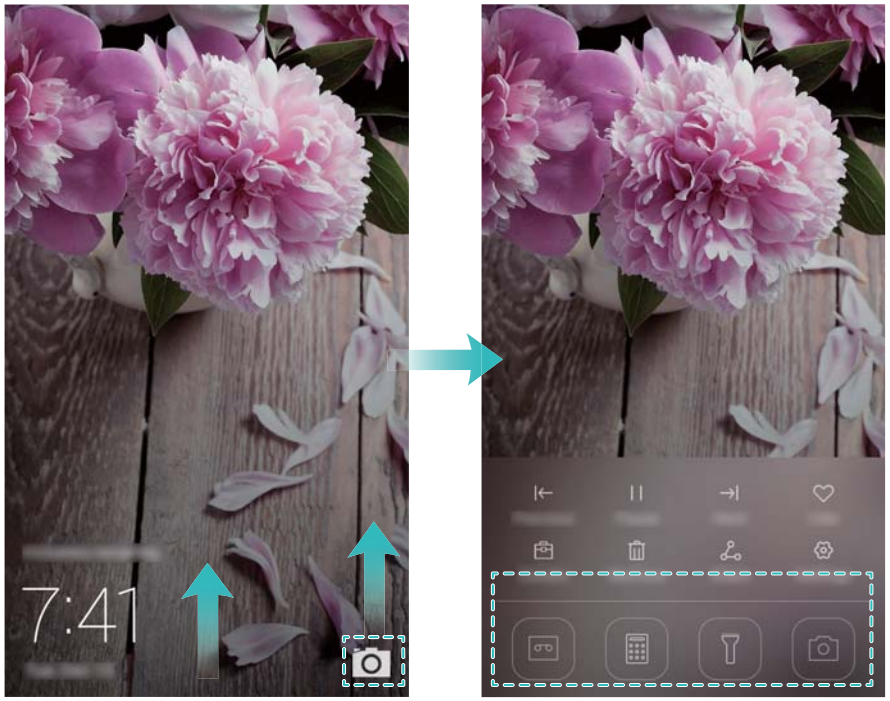
Turn off the **Show notification icons** switch to hide notification icons in the status bar.

Accessing applications

Opening and switching between applications

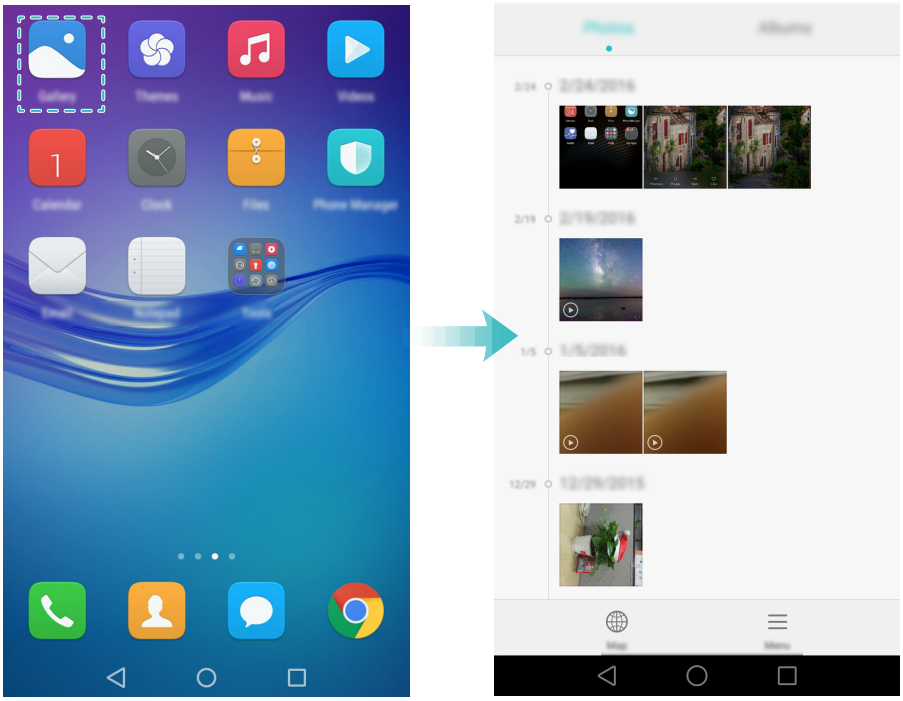
Opening applications from the lock screen

Swipe up on the lock screen and touch to launch the camera application. You can also swipe up from the bottom of the screen and touch a shortcut icon to quickly launch the corresponding application.



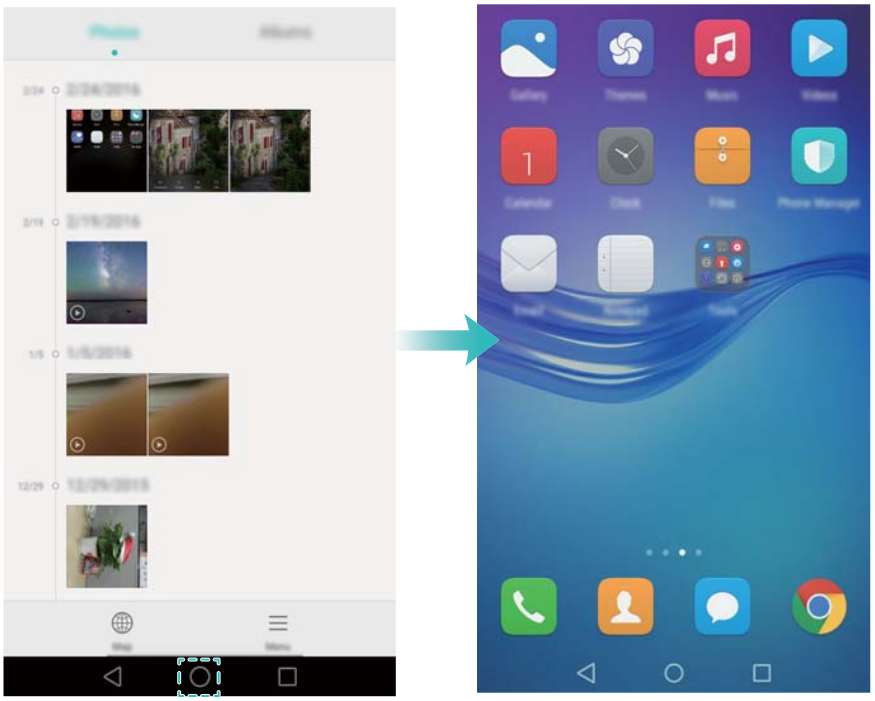
Opening an application from the home screen

On the home screen, touch an icon to open the corresponding application.



Switching between applications

To switch to another application, touch ◯ **Home** to return to the home screen, then touch the icon of the application you want to open.



Searching for applications

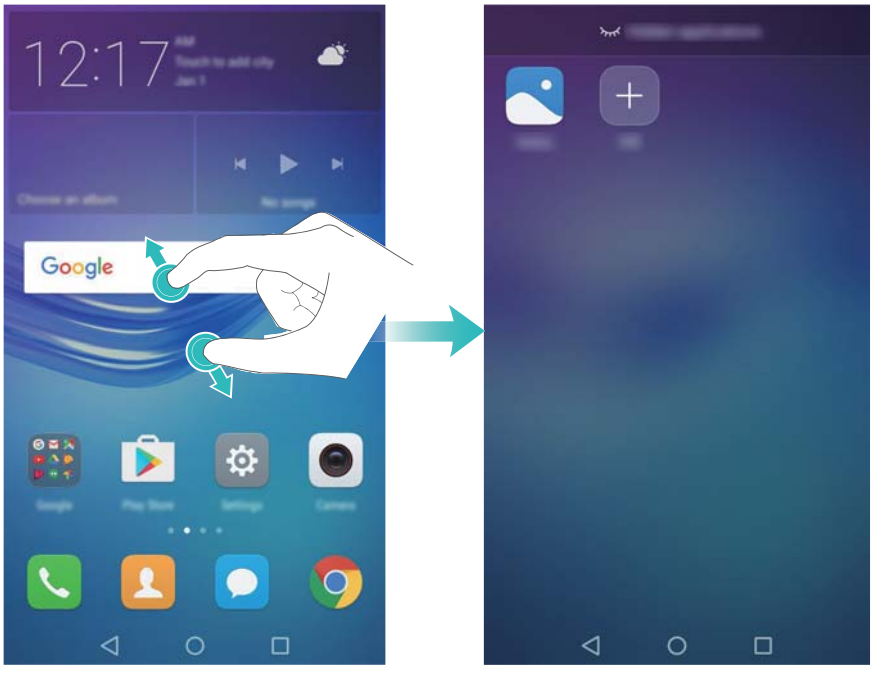
Finding applications

Swipe down from the middle of the screen to access the search bar, then enter the name of an application. The search results will be displayed underneath the search bar. For more information, see Finding applications quickly.

Hidden applications are not listed in the search results.

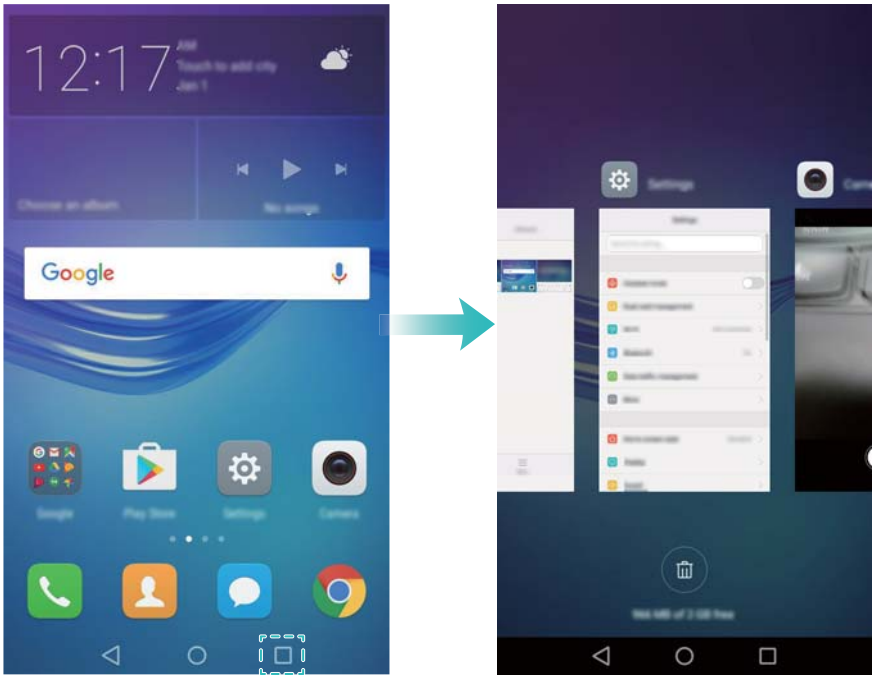
Finding hidden applications

On the home screen, spread two fingers apart to view your hidden applications.



Viewing recently used applications

Touch ☐ **Recent** to display the list of recently used applications.



- **View more applications**: Swipe left or right on the screen to view more recently used applications.
- **Open an application**: Touch a thumbnail to open the corresponding application.
- **Close an application**: Swipe up on a thumbnail to close the corresponding application.
- **Close all unlocked applications**: Touch 🗑 to close all unlocked applications.
- **Lock or unlock an application**: Swipe down on a thumbnail to lock an application. 🔒 will appear above an application once it has been locked. Locked applications cannot be closed by touching 🗑. Swipe down again on the thumbnail to unlock the application.

Personalising your phone

Simple home screen

The simple home screen mode uses large icons and fonts to display content in a more easy-to-read layout.

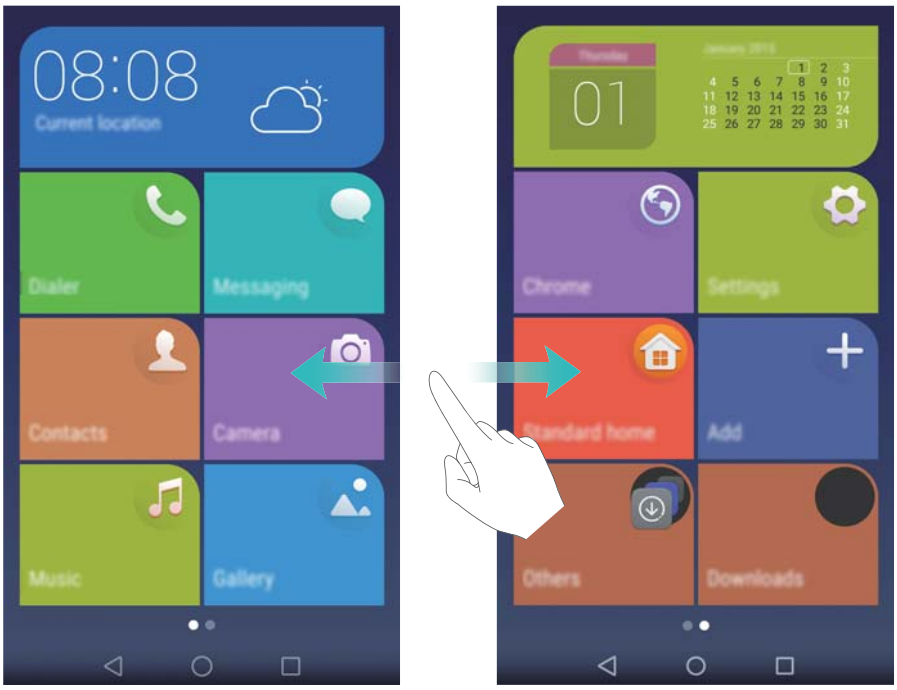
1 Open ⚙ **Settings**.

2 Touch **Home screen style** > **Simple**, then touch ☑ to enable the simple home screen.

3 On the simple home screen, you can:

- Touch application icons or widgets to open them.
- Touch and hold an icon to open the home screen editor and add or delete application icons.

- Touch **Others** to open the application list and view or open applications.
- Touch + to add contacts or applications to the home screen.
- Touch **Standard home** to exit the simple home screen.



Changing the theme

Personalise your phone's home screen using a wide range of themes and wallpapers.

Open **Themes** and select a theme, then touch ☑. Touch ⊞ to mix and match lock screen methods, wallpapers, application icons and more.

Changing the wallpaper

Set your favourite images or photos as your phone's wallpaper.

1 Open **Settings** and select **Display**.

2 Touch **Wallpaper**, then touch **Lock screen wallpaper** or **Home screen wallpaper**.

3 In the **Wallpapers** or **Live wallpaper** tab, select an image, then follow the onscreen instructions to set it as the wallpaper.

Turn on the **Shake to change** switch. The wallpaper will change every time you shake your phone. Turn on the **Random change** switch. Configure **Interval** or **Album to display**. Your phone will automatically change the wallpaper at the specified time interval.

You can also open **Gallery**, touch and hold an image, then touch > **Set as** > **Wallpaper**. Follow the onscreen instructions to set the image as the wallpaper.

Assigning a ringtone to a contact

Assign a unique ringtone to each contact so that you can easily tell who is contacting you.

1 Open **Contacts**.

2 Select the desired contact, then touch **Phone ringtone**.

3 Select the desired ringtone or music file, then touch .

For more information on how to configure call and message ringtones and vibration settings, see Sound settings.

Changing the font size

The phone's font size can be increased to make words easier to read.

Open **Settings**, then touch **Display** > **Font size** to set the system font size.

Entering text

Switching text input methods

Switch between text input methods as desired.

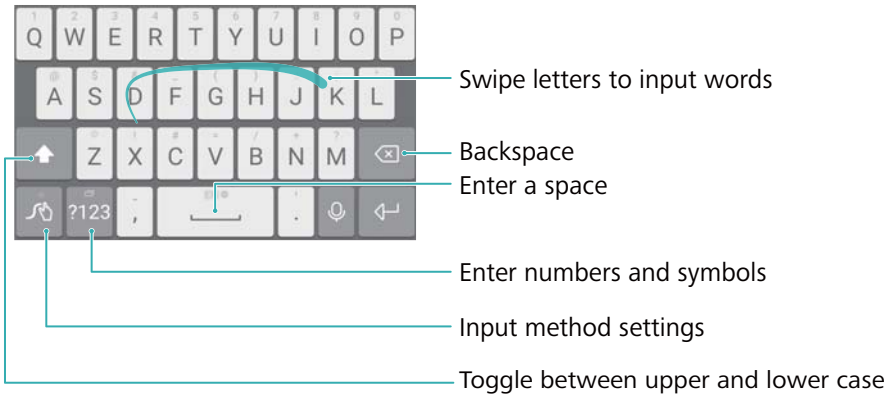
1 On the text input screen, swipe down from the status bar to open the notification panel.

2 Touch **Select input method** in the **Notifications** tab, then select the desired input method.

If there are no input methods to choose from, go to **Settings**. Touch **Advanced settings** > **Language & input** > **Default keyboard** > **Configure input methods** and turn on the switch next to the corresponding input method.

Huawei Swype input method

Quickly enter words by swiping on the keyboard.



Huawei Swype input supports a wide range of languages.

Editing text

You can select, cut, copy and paste text on your phone.

- **Select text**: Touch and hold the text to bring up . Drag or to select more or less text, or touch **Select all** to select all text.
- **Copy text**: Select text and touch **Copy**.
- **Cut text**: Select text and touch **Cut**.
- **Paste text**: Touch and hold where you want to insert the text, then touch **Paste**.
- **Share text**: Select text, then touch **Share** to select a sharing method.

Calls and Contacts

Making calls

Smart dialling

Enter the name, initials or number of a contact in the dialler. Your phone will display matching contacts.

1 Open **Dialler**.

2 Enter the name or initials of a contact in the dialler (for example, Howard Smith or HS). Your phone will search your contacts and call log and list the results above the dialler.

3 From the list, select the contact you want to call. If your phone has dual SIM support, touch or to make a call.

4 Touch to end the call.

Making a call from Contacts

1 Open **Contacts**.

2 Touch the search bar and enter the name or initials of the person you want to call. For more information on searching for contacts, see Finding a contact.

3 Touch the contact number. If your phone has dual SIM support, touch the contact's phone number, then touch or to initiate the call.

Making a call from the call log

View incoming and outgoing calls in the call log and dial the corresponding numbers.

1 Open **Dialler**.

2 Slide the list up and down to view all calls. Touch the name or number of the person that you want to call. If your phone has dual SIM support, touch or to make a call.

Making an emergency call

In the event of an emergency, you can make emergency calls from your phone, even without a SIM card. However, you must be in an area with cellular coverage.

1 Open **Dialler**.

2 Enter the emergency number for your location in the dialler, then touch .

The ability to make emergency calls can depend on local regulations and carriers in your area. Poor network reception or environmental interference may prevent your call from being connected. Never rely solely on your phone for essential communication during emergencies.

Speed dialling

Configure speed dialling for people you call frequently. Simply touch and hold a number key to dial their number.

1 is the default key for voicemail. It cannot be used as a speed-dial number.

1 Open **Dialler**.

2 Touch and hold a number key to associate it with a contact.

3 Return to the dialler and touch and hold a number key to call the associated contact. If you are using a dual SIM phone, touch and hold a number key, then select or to call the associated contact.

To delete a key association, open the dialler and touch > **Settings** > **Speed dial**. Select the contact association you want to remove, then touch **Clear assigned number**.

Making an international call

Before making a long-distance call, contact your carrier to activate an international calling or roaming service.

1 Open **Dialler**.

2 On the dialler screen, touch and hold the **0** key to enter a **+** symbol, then enter the country code, area code and phone number.

3 Touch . If your phone has dual SIM support, touch or .

Auto redial

Use auto redial to keep redialling a contact's number until your call is connected.

- The first time a call does not connect or is interrupted, your phone will display the single redial screen. Touch to redial the number once.

- If a call does not connect after the first redial attempt, your phone will display the infinite redial screen. Touch to redial the number until the call connects.

- Ensure you touch promptly. The redial screen will close if you don't redial within 10 seconds.
- To cancel a redial attempt, touch .

Answering or rejecting a call

When a call comes in, you can press the volume button to mute the ringtone.

While the screen is locked:

- Drag right to answer the call.
- Drag left to reject the call.
- Touch to reject the call and send an SMS.
- Touch to configure a callback reminder.

While the screen is unlocked:

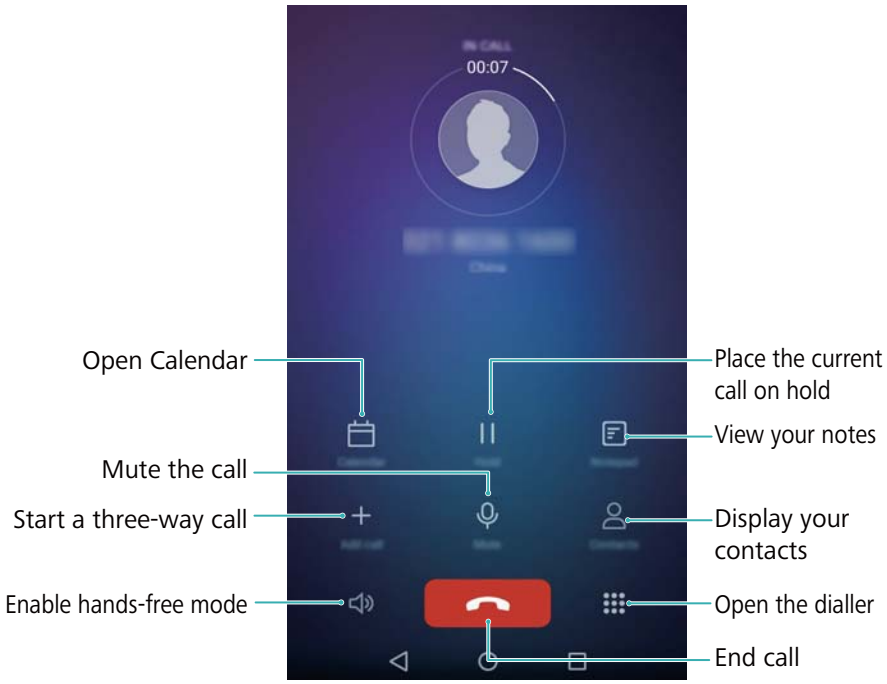
- Touch to answer the call.
- Touch to reject the call.

- Touch to reject the call and send an SMS.
- Touch to configure a callback reminder.

On the dialler screen, touch > **Settings** > **Reject calls with SMS** to edit the predefined text messages.

Functions available during a call

During a call, your phone will display an in-call menu.



- **Hide the in-call menu**: Touch **Home** or **Return**. To return to the in-call menu, touch the green status bar at the top of the screen.

- **Start a three-way call**: Please contact your carrier to find out how to use this feature. For more information, see Making a conference call.
- **Adjust the volume**: Press the volume up button to increase the volume, or the volume down button to decrease the volume.

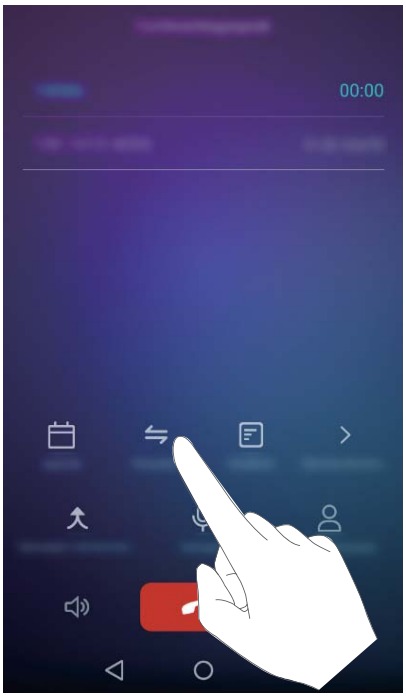
To end a call using the power button, go to **Dialler**, touch > **Settings** and then turn on the **Power button ends call** switch.

Answering a third-party call

Before using this feature, check that you have subscribed to a call hold service and enabled call waiting on your phone. For more information on enabling call waiting, see Enabling call waiting or contact your carrier.

1 If you receive an incoming call when in another call, touch . You can then answer the incoming call and hold the other line.

2 Touch to switch between the two calls.



Making a conference call

You can set up a conference call using the multi-party call feature on your phone. Call a number (or receive a call), then call another number to add it to the conference call.

Conference calling requires network support. Please ensure you have activated this service. For details, contact your carrier.

1 Call the first participant.

2 Once the call is connected, touch + and then dial the second participant's number. The first participant will be placed on hold.

3 When the second call is connected, touch to start a conference call.

4 To add more people to the call, repeat steps 2 and 3.

5 Touch to end the call.

Viewing the call log

The call log is displayed above the dialler. Missed calls are displayed in red.

Adding a number from the call log

Select a number from the call log and save it to your contacts.

1 Open **Dialler**.

2 In the call log, touch the ⓘ icon next to the number you want to add and do the following:

- Touch + to create a new contact. For more information, see Creating a contact.

- Touch to add the number to an existing contact.

Clearing the call log

Open **Dialler**. You can:

- **Delete one entry**: Touch and hold a log entry, then touch **Delete entry**.
- **Delete multiple entries**: Touch > **Delete call log** and select the entries you want to delete. Touch > **Delete**.

Call settings

Enabling call forwarding

If you are unavailable to take a call, you can configure your phone to forward calls to another number.

1. Open **Dialler**.
2. Touch > **Settings**.
3. Touch **Call forwarding**. If your phone has dual SIM support, touch **Call forwarding** under **SIM 1** or **SIM 2**.
4. Select a forwarding method, enter the destination number, then touch **Enable**.

When call forwarding is enabled, your phone will forward certain calls (such as unanswered calls) to the number you specified.

Enabling call waiting

Call waiting allows you to take an incoming call when you are already in a call and switch between the two conversations.

1. Open **Dialler**.
2. Touch > **Settings**.
3. Touch **Additional settings** and turn on the **Call waiting** switch. If your phone has dual SIM support, touch **Additional settings** under **SIM 1** or **SIM 2**, then turn on the **Call waiting** switch.

Enabling do not disturb mode

Do not disturb mode allows you to work or relax in peace and quiet. Your phone will only notify you about important calls or messages.

1. Open **Settings**.
2. Touch **Do not disturb** and turn on the **Do not disturb** switch.

3 Touch **Define priority interruptions** > **Whitelist for calls and messages** > + to add contacts to the whitelist.

When do not disturb mode is enabled, your phone will only ring or vibrate when chosen contacts call or message you. Your phone will mute ringtones or vibrations for any other calls or messages. Notifications for these can be viewed in the notification panel.

Configuring the harassment filter

The harassment filter automatically blocks calls and messages from unknown or blacklisted sources. The blacklist is constantly updated, ensuring that you are never disturbed.

Open **Phone Manager**, then touch **Harassment filter** to configure filter rules and the blacklist or whitelist. For more information, see Harassment filter.

You can also open **Dialler** and then touch ☰ > **Harassment filter** to configure the harassment filter.

Configuring voicemail

Divert calls to your voicemail when your phone is switched off or unavailable. Callers can leave a voice message which you can listen to later.

Voicemail must be supported by your carrier. Please ensure that you have subscribed to this service. Contact your carrier for information about their voicemail service.

1 Open **Dialler**.

2 Touch ☰ > **Settings**

3 Touch **Additional settings**. If your phone has dual SIM support, touch **Additional settings** under **SIM 1** or **SIM 2**.

4 Touch **Voicemail** > **Voicemail number** and then enter your voicemail number.

When you receive a voicemail message, the icon is displayed in the status bar. Dial the voicemail number to retrieve the message.

Creating a contact

The number of contacts you can store on your phone depends on the size of your phone's internal storage. The maximum number of SIM card contacts may vary depending on your SIM card's storage capacity.

1 Open **Contacts**.

2 Touch +. Touch **Create a new contact** if you are creating a contact for the first time.

3 Select a location to save the contact from the options menu.

4 Enter the contact's name, phone number and other information, then touch ✓.

If you want to save a number from your call log, touch the ⓘ icon next to the number you want to save, then select + or 👤. You can also save phone numbers or email addresses in **Messaging** or **Email** to your contacts.

Importing or exporting contacts

Your phone supports **.vcf** contact files. **VCF** is a standard file format for storing contact information, including names, addresses and phone numbers.

Importing contacts from a storage device

1. Open **Contacts**.
2. Touch ☰ > **Import/Export** > **Import from storage**.
3. Select one or more **.vcf** files, then touch **OK**.

Importing contacts from a SIM card

1. Open **Contacts**.
2. Touch ☰ > **Import/Export** > **Import from** . If your phone has dual SIM support, you can choose whether to import from SIM 1 or SIM 2.
3. Select the contacts you want to import, then touch ⇨.
4. Choose the location to import contacts to. Your phone will automatically import the contacts.

Importing contacts using Bluetooth

1. Open **Contacts**.
2. Touch ☰ > **Import/Export** > **Import from another phone**.
3. Select **Supports Bluetooth** and then touch **Next**.
4. Enable Bluetooth on the device from which you want to import contacts and set the device to be visible to other Bluetooth devices.
5. Touch **Next**. Your phone will automatically turn on Bluetooth and search for nearby devices.
6. Touch the Bluetooth device from which you want to import contacts. Once connected, your phone will automatically import contacts from the other Bluetooth device.

Importing contacts using Wi-Fi Direct

1. Open **Contacts**.
2. Touch ☰ > **Import/Export** > **Import from another phone**.
3. Select **Import via Wi-Fi Direct** and then touch **Next**. Your phone then prompts you to enable Wi-Fi and scans for Wi-Fi Direct devices.

4 Select the Wi-Fi Direct device you want to connect to. Once connected, your phone will automatically import contacts from the other device.

Exporting contacts to a storage device

1 Open **Contacts**.

2 Touch > **Import/Export** > **Export to storage**.

3 Touch **Export**.

4 Choose where you want to export the contacts from and touch **OK**.

The exported **.vcf** file is saved to the root directory of your phone's internal storage by default. Open **Files** to view the exported file.

Exporting contacts to a SIM card

1 Open **Contacts**.

2 Touch > **Import/Export** > **Export to** . If your phone has dual SIM support, you can choose whether to export to SIM 1 or SIM 2.

3 Select the contacts you want to export, then touch .

4 Touch **Continue**.

Sharing contacts

1 Open **Contacts**.

2 Touch > **Import/Export** > **Share contact**.

3 Select the contacts you want to share and touch .

4 Choose your sharing method and follow the onscreen instructions.

Managing contacts

Editing a contact

After creating a contact, you can edit their contact information at any time. This includes adding or deleting default information such as phone numbers or email addresses. You can also choose a custom ringtone and add a birthday, nickname or photo.

1 Open **Contacts**.

2 Touch and hold the contact you want to edit, then touch **Edit**.

3 Touch the contact's photo, then select **Take photo** or **Select new photo from Gallery**.

Alternatively, enter the contact's new information and touch .

The contact's photo will be displayed when the contact calls you. Other contact information such as company name and job title will also be displayed.

Add multiple numbers for one contact: Select a contact from the contact list, then touch **Edit** > **Add phone number**.

Merging duplicate contacts

When you add contacts to your phone from different sources, you may end up with duplicate entries. These duplicate entries can be merged into one to help keep your contacts organised.

1 Open **Contacts**.

2 Touch > **Organise contacts** > **Merge duplicate contacts**.

3 Select the contacts you want to merge, then touch .

Deleting contacts

1 Open **Contacts**.

2 Touch > **Organise contacts** > **Delete contacts by batch**.

3 Select the contacts you want to delete, then touch .

4 Touch **Delete**.

You can also touch and hold a contact you want to delete. From the popup options menu, select **Delete** to delete that contact.

Finding a contact

Search contacts stored on the phone, SIM card or linked to an online account.

1 Open **Contacts**.

For more complete search results, ensure that **Contacts** is configured to display all of your contacts. On the contacts screen, touch > **Display preferences** and then select **All contacts**.

2 On the contact list, use one of the following methods to find a contact:

- Swipe the contact list up or down.
- Slide your finger up or down the index on the right-hand side of the screen to scroll through your contacts.
- Enter the contact's name, initials, phone number, email address or other contact information in the search bar at the top of the contact list. Search results will be displayed underneath.

3 Select a contact. You can then choose to call them, send them a text message or edit their contact information.

If an error message is displayed or you are unable to search for a contact, touch > **Organise contacts** and then select **Rebuild index data**.

Viewing contacts from different accounts

You can select which contacts to display on your phone.

1 Open **Contacts**.

2 Touch > **Display preferences**.

3 Select the account you want to display or customise the accounts to display.

Hide contact photos, company information and job title: Touch > **Display preferences** on the contacts screen, then turn on the **Simple layout** switch.

Adding a contact to your favourites

You can add frequently-contacted people to your favourites to make them easier to find.

1 Open **Contacts**.

2 Touch and hold the contact you want to add to your favourites, then touch **Add to favourites** to add the contact to **Favourites**.

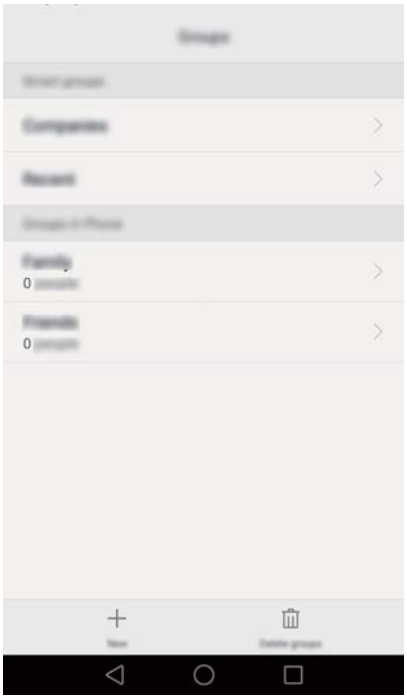
When viewing contact details, touch to add the contact to your favourites.

Remove contacts from your favourites: Touch **Favourites** > on the contacts screen.

Select the contacts that you wish to remove from your favourites, then touch .

Contact groups

Organise friends and family into different groups. You can send text messages or emails to everyone in a group. Contacts now also features **Smart groups**. Your phone can automatically sort contacts according to their company or the date you last contacted them, making it easier to manage contacts and groups.



Creating a group

1 Open **Contacts**.

2 Touch **Groups** and then +.

3 Enter the group name (for example Family or Friends) and touch **OK**.

4 Touch +. Select the contacts you want to add to the group, then touch ✓.

Editing a group

Add or remove people from a group or change the group name.

1 Open **Contacts**.

2 Touch **Groups** and select the group you want to edit.

3 Touch + and add new members to the group.

4 Touch ☰. You can then:

- Touch **Remove members** to remove members from the group.
- Touch **Delete group** to delete the group.
- Touch **Rename** to edit the group name.

Sending messages or emails to a group

1 Open **Contacts**.

2 Touch **Groups** and select which group you want to send a message or email to.

3 Touch 💬 to send a message or ✉ to send an email.

Deleting a group

1 Open **Contacts**.

2 Touch **Groups**.

3 Touch and hold the group you want to delete, then touch **Delete**.

4 Touch **Delete**.

Deleting a group will not remove the contacts in the group.

Messaging and Email

Sending a message

Spice up your messages by adding emoticons, images, videos, music, recordings and more.

1 Open **Messaging**.

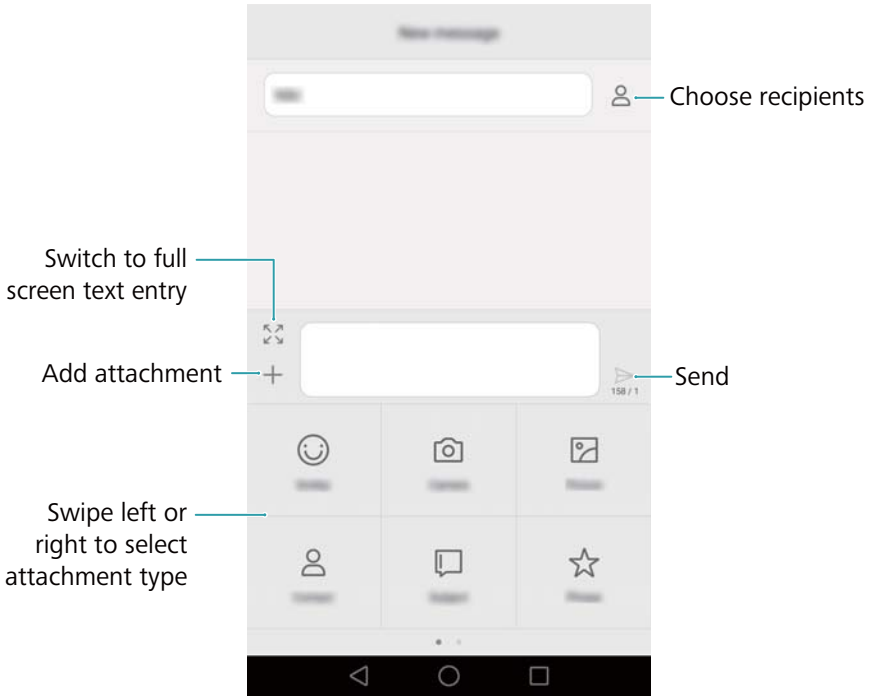
2 In the list of message threads, touch +.

3 Select the recipient box and enter the contact name or phone number. You can also touch to open your contact list and choose a contact or contact group.

4 Select the text field and enter your message, then touch .

If you enter more than three lines of text, touch to switch to full screen text entry.

Touch + to add an attachment to your message.



Cancel a message: You can cancel a message up to four seconds after it was sent. Touch > **Settings**, then turn on the **Cancel send** switch. Double touch the message to cancel sending.

Replying to a message

1 Open **Messaging**.

2 In the list of message threads, touch a contact name or phone number to view your conversations.

3 Select the text field and enter your message, then touch .

Reply to a message from the notification bar: New messages will be displayed in the notification bar. Touch the button to compose a reply.

Searching for messages

Use the message search feature to find messages quickly.

1 Open **Messaging**.

2 Swipe down on the screen in the list of message threads to bring up the search bar.

3 Enter one or more keywords. The search results will be displayed underneath the search bar.

Deleting threads

Delete unwanted or old threads to tidy up your message list.

Deleted threads cannot be retrieved, so please proceed with caution.

1 Open **Messaging**.

2 In the list of message threads, touch and hold a thread.

3 Select the threads you want to delete, then touch > **Delete**.

Managing messages

Delete unwanted messages, forward messages to other contacts, copy and paste message content, and lock messages or add them to your favourites to prevent them from being deleted by accident.

1 Open **Messaging**.

2 In the list of message threads, touch a contact name or phone number to view your conversations.

3 Touch and hold a message. You can:

- **Forward the message**: Touch to forward the message to another contact.
- **Delete the message**: Touch > **Delete** to delete the message. Deleted messages cannot be retrieved.
- **Copy the message**: Touch to copy the message to the clipboard and paste it elsewhere. When viewing a message, touch the message twice to enter full screen text selection view.
- **Add the message to your favourites**: Touch > **Copy to Favourites** to add the message to your favourites. When you delete messages, messages in your favourites will

not be affected. In the list of message threads, touch ☰ > **Favourites** to view your favourite messages.

- **Lock the message**: Touch ☰ > **Lock** to lock the message. When you delete messages, locked messages will not be affected.

Blocking spam messages

1 Open **Messaging**.

2 In the list of message threads, touch ☰ > **Harassment filter** to view blocked messages.

3 Touch ⚙ to configure the spam rules and keywords. Blocked messages are not shown in the list of message threads.

Managing common phrases

Create common phrases to save you time when you're composing a message.

1 Open **Messaging**.

2 In the list of message threads, touch ☰ > **Settings** > **Advanced** > **Common phrases**. You can:

- Touch a common phrase to edit it.
- Touch + to create a common phrase.

Use a common phrase in a message: When composing a message, touch +. Select **Phrase**, then select a common phrase to add it to your message.

Adding a message signature

Add a message signature to save you time when sending messages.

1 Open **Messaging**.

2 Touch ☰ > **Settings** > **Advanced** > **Signature** in the list of message threads, then turn on the **Attach signature** switch.

3 Touch **Edit signature**. Enter your signature and touch **OK**.

Adding an email account

Adding a personal email account

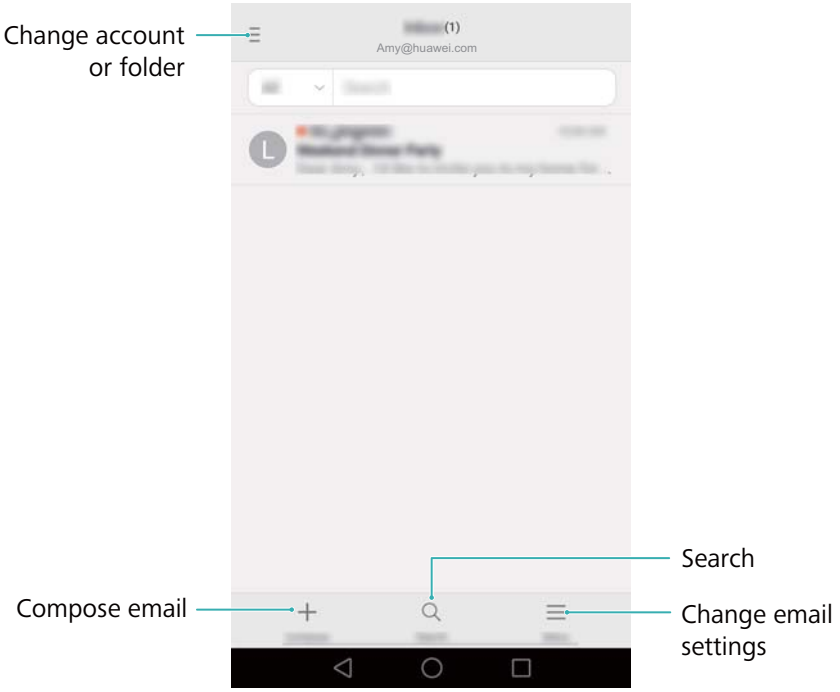
When adding an account, consult your email service provider if you are unsure about the account settings.

1 Open **Email**.

2 Enter your email address and password, then touch **Next**. Touch **Manual setup** to configure an email account manually.

3 Follow the onscreen instructions to configure your account. The system will automatically connect to the server and check the server settings.

Once the account has been set up, your **Inbox** will be displayed.



After adding an email account, touch > **Settings** > **Add account** in your **Inbox** to continue adding other accounts.

Adding an Exchange account

Exchange is an email system developed by Microsoft for businesses. Some email service providers also provide Exchange accounts for individuals and families.

When adding an account, consult your email service provider if you are unsure about the account settings.

1 Open **Email**.

2 Touch **Exchange**.

3 Enter your email address, user name and password. Touch **Next**.

4 Follow the onscreen instructions to configure your account. The system will automatically connect to the server and check the server settings.

Once the account has been set up, your **Inbox** will be displayed.

Sending an email

1 Open **Email**.

2 Touch + .

3 Touch **From:** and then select the email account you want to use.

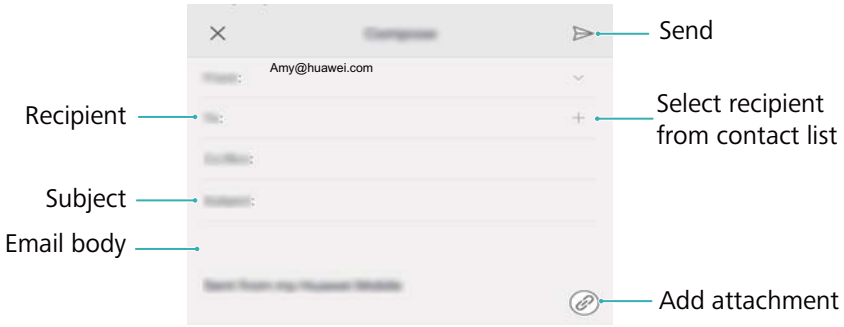
4 Enter one or more recipients.

To Cc or Bcc the email to multiple recipients, touch **Cc/Bcc:**.

5 Enter your email subject and main body. Touch to add an attachment.

6 Touch .

Your email service provider may place a limit on the size of email attachments. If your attachments exceed the limit, send the attachments in separate emails.



Touch > **Save** to save your email as a draft.

Checking your emails

Open **Email** and then swipe down in your **Inbox** to refresh the list of emails.

1 Open **Email**.

2 In your **Inbox**, touch in the upper left corner to select an account.

3 Touch the email you want to read. You can:

- Touch to star for future reference.
- Swipe left or right to read the next or previous email.

Managing VIP contacts

Add important contacts to your VIP list. Emails from your VIP contacts will appear in a separate inbox.

1 Open **Email**.

2 In your **Inbox**, open the email that you want to read.

3 Touch the contact's photo, then select **Add to VIP list** in the popup menu.

To change the notification settings and ringtones for your VIP contacts, touch ☰ > **Settings** > **VIP notifications** in your **Inbox**.

Account settings

Changing email accounts

If you have added multiple email accounts on your phone, ensure you switch to the right account before viewing or sending emails.

1 Open **Email**.

2 In your **Inbox**, touch ☰ in the upper left corner to open the account list.

3 Select the desired email account.

Removing an email account

1 Open **Email**.

2 In your **Inbox**, touch ☰ > **Settings**.

3 Select the account you want to remove.

4 Touch **Remove account** > **OK**.

After you remove an email account, you will no longer be able to send or receive emails using that account.

Personalising your email account

Display contact pictures, choose what to display after deleting an email, change your signature, set inbox update frequency and change email notification tones.

1 Open **Email**.

2 In your **Inbox**, touch ☰ > **Settings** and then choose the desired settings.

Camera and Gallery

Accessing the viewfinder

Open **Camera** to access the viewfinder.

For more information on the camera settings, refer to Camera settings.

Taking a photo

1. Open **Camera**.
2. Select the desired shooting mode.
3. Frame the scene you want to capture. Your phone will focus automatically. You can also select a point on the screen as a focal point.

   To adjust the focal length, pinch two fingers together or spread them apart on the viewfinder.
4. Touch to take a photo.

Touch the thumbnail at the bottom left of the screen to view a photo and share it with friends. For more information, refer to Sharing images or videos.

Capture modes

The camera comes with a range of capture modes so that you can take stunning photos in a variety of different shooting scenarios.

Your phone may not support all of these capture modes.

To change the capture mode, swipe left or right on the viewfinder or touch .

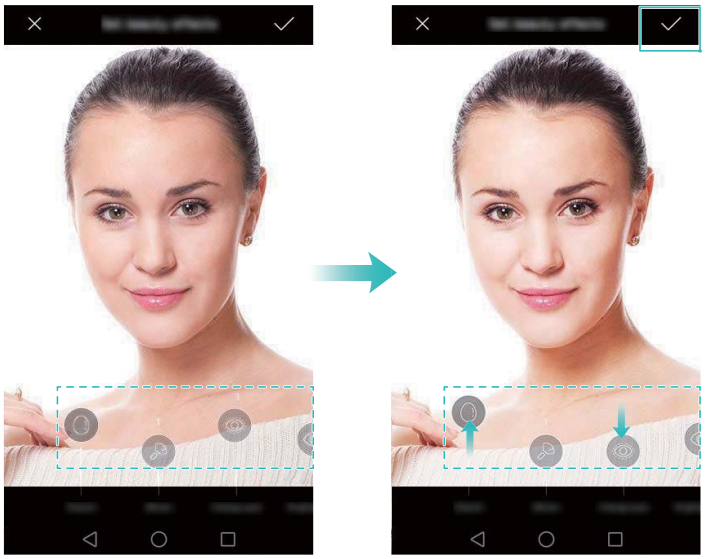
- **Beauty**: Drag the slider to adjust the beauty level and apply facial enhancement effects.

- **Panorama**: Use this mode to take wide-angle shots. For more information, refer to Taking a panoramic photo.
- **Panorama**: Use this mode to take panoramic self portraits. For more information, refer to Taking panoramic self-portraits.
- **HDR**: Enhance a photo taken under insufficient or excessive light conditions.
- **All-focus**: Use this mode to reselect the focal point after taking a photo. For more information, refer to All-Focus mode.
- **Document readjustment**: Automatically straighten out images taken from an angle to make them easier to read. For more information, refer to Document correction.
- **Watermark**: Add a selection of watermarks to your photos.
- **Audio note**: Use this mode to record a few seconds of audio when taking a photo.

Perfect Selfie mode

With Perfect Selfie mode, your phone will automatically detect your face in a group shot and apply preset facial enhancement settings to make you stand out from the crowd.

1. Open **Camera**.
2. Touch > > **Perfect selfie**, and then turn on the **Perfect selfie** switch.
3. Touch **Perfect selfie** to configure the facial enhancement settings.
   a. Take three photos of your face from the front, side, and with your head lowered.
   b. Adjust the settings for your eyes, pupils, skin tone and face shape as desired. Touch ✓ to confirm.



- **Change your calibration photos**: On the camera settings screen, select **Perfect selfie** > **Edit personal info** to update your calibration photos.
- **Change the facial enhancement settings**: On the camera settings screen, touch **Perfect selfieSet beauty effects** to adjust the beauty settings, such as skin tone and face shape.

Switch to **Beauty** mode, and then touch to take a photo. The camera will automatically detect your face and apply the preset facial enhancement settings.

Ultra Snapshot

Press the volume down button twice to take a photo, even when the screen is off.

This feature is not available during music playback.

1 Open **Camera**.

2 Touch ☰ > ⚙ > **Ultra snapshot**, and then select **Open camera and take quick snapshot**. Select **Off** to disable this feature.

3 Point the camera at the desired object, and then press the volume down button twice in quick succession. The camera will automatically take a photo and display the capture time.

Due to the rapid capture time, image quality may decrease for nighttime or close-up shots. Choose a location with ample light and shoot from a suitable distance.

Burst shooting

Use burst mode when you want to take photos of a moving subject, for example, during a football match. The camera will capture several images in quick succession so that you don't miss out on the action.

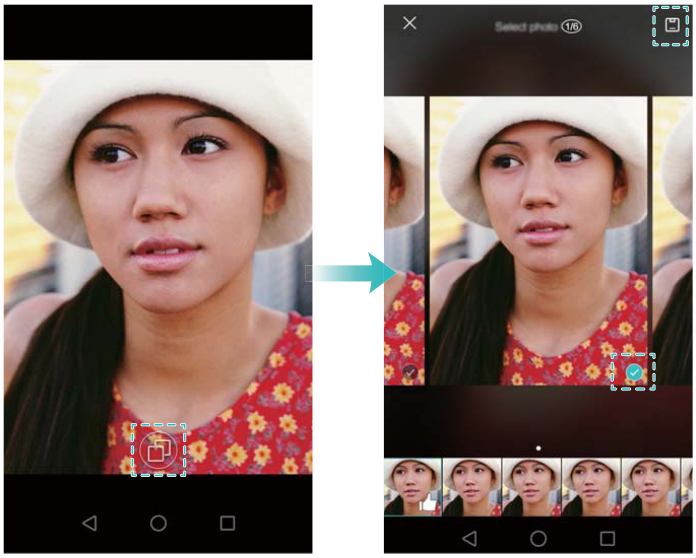
1 Open **Camera**.

2 Focus on the subject, and then press and hold ◉ to start the burst sequence. Release your finger to stop shooting.

3 To view and select images, touch the image thumbnail ◔, and then touch ⧉.

⧉ indicates photos that were taken in burst mode.

4 Your phone will automatically select the best shot. Touch ✓ to select another photo, and then touch 💾. The phone will automatically save the selected photos and delete the others.



Adding watermarks to photos

You can personalise your photos by adding watermarks. For example, you can add the time, location or your mood.

1 Open **Camera**.

2 Touch ☰ > **Watermark**.

3 Swipe left or right, or touch **More**, and then select the desired watermark.

4 Drag the watermark to reposition.

5 Touch ◉ to take a photo.

Voice activated shooting

The camera comes with voice activated shooting for hands-free control.

1 Open **Camera**.

2 Touch ☰ > ⚙ > **Audio control**.

3 Turn on the **Audio control** switch. You can:

- Take a photo when you issue a voice command.

- Take a photo when the phone detects a loud sound, such as when you say "cheese".

4 Frame the scene you want to capture. Your phone will take a photo automatically when you issue a voice command or the phone detects a loud sound.

Object tracking

Use object tracking when taking photos of moving subjects, such as people or animals. The camera will automatically focus on the moving subject to ensure that your image stays in focus.

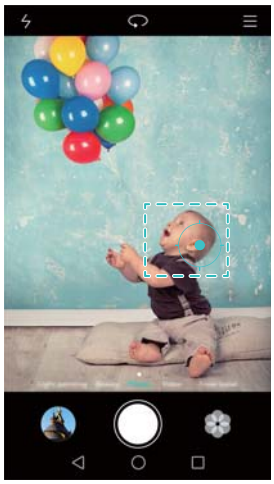
Object tracking mode and smile capture cannot be used at the same time.

1 Open **Camera**.

2 Touch > , and then turn on the **Object tracking** switch.

3 Touch your subject on the screen. Your camera will remain focused on the subject.

4 Touch to take a photo.



All-Focus mode

With All-Focus mode, you can change the focal point after you take a photo for greater clarity.

1 Open **Camera**.

2 Touch > **All-focus**.

3 Hold your phone steady and ensure that the subject stays still. Touch to take a photo. Your phone will take several shots using different focal lengths and combine them into a single image.

4 Touch the image thumbnail , and then touch to change the focal point.

indicates photos that were taken in All-Focus mode.

5 Touch the area of the photo that you want to be in focus and set it as the focal point. Touch to save the changes.

Time-lapse mode

Time-lapse mode allows you to capture and speed up subtle changes in the natural world. For example, you can record the opening of a flower or the movement of clouds.

1 Open **Camera**.

2 Swipe left or right and select **Time-lapse**.

3 Touch to start a video recording.

4 Touch to stop recording.

Touch the thumbnail to play the recording. The video will be played back at a higher frame rate.

Panoramic shots

Taking a panoramic photo

You can select Panorama mode to take wide-angle shots.

1 Select a suitable location and hold your phone steady.

- Shoot the image in a wide, open space and avoid monochromatic backgrounds.
- Shoot the image from a distance.

2 Open **Camera**.

3 Touch > **Panorama**.

4 Touch to start shooting.

5 Follow the onscreen instructions to take the photo. Slowly move your camera from left to right, ensuring that the arrow stays level with the centre line.

6 Touch to stop shooting. The camera automatically stitches the photos together to create one panoramic photograph.

Taking panoramic self-portraits

You can also take wide-angle shots in self-portrait mode. This is ideal when you want to capture beautiful surroundings.

You cannot take panoramic self-portraits in landscape mode.

1 Open **Camera**.

2 Touch to select the front-facing camera.

3 Touch > **Panorama**.

4 Hold your phone steady, and then touch to take the first photo.

- Make sure that subjects don't move between each photo.
- Hold your phone steady and move slowly while you turn.

5 Turn your phone to the left while following the onscreen instructions. Your phone will take the second photo automatically when the blue box lines up with box on the left-hand side.

6 Turn your phone to the right while following the onscreen instructions. Your phone will take the final photo when the blue box lines up with the box on the right-hand side. The camera automatically stitches the photos together to create a panorama.

Launching the camera from Gallery

1 Open **Gallery**.

2 Go to the **Photos** tab, and then swipe down to display the viewfinder in half screen mode. Swipe down again to launch the camera.

Not all camera features are available in half screen mode.

3 Select the desired shooting mode. For more information, refer to Capture modes.

4 Touch to take a photo.

5 Touch **Return** to return to Gallery.

Shooting a video

1 Open **Camera**.

2 Swipe left or right and select **Video**.

3 Touch to start a video recording.

4 Touch the screen to focus on an object or area during recording. Touch ⏸ to pause recording, and then touch ▶ to resume.

5 Touch ■ to end the recording.

While recording, touch 📷 to save the current scene as a photo.

Video settings

Beauty mode and Stabiliser cannot be enabled at the same time.

Touch ☰ > ⚙ in video recording mode to configure the following settings:

- **Resolution**: Configure the video resolution.
- **GPS tag**: Display the location where the video was recorded.
- **Preferred save location**: Set the default storage location for your videos. You can select the phone's internal storage or the microSD card.
- **Object tracking**: Touch an object on the screen. The camera will focus on the selected object when capturing the video.

Camera settings

Touch ☰ > ⚙ in the camera app to configure the following settings:

- **Resolution**: Set the camera resolution.
- **GPS tag**: Display the location where the photo was taken.
- **Preferred save location**: Set the default storage location for your photos. You can select the phone's internal storage or the microSD card.
- **Perfect selfie**: Enable or disable this function in **Beauty** mode for automatic facial recognition and customised portrait enhancement. For more information, refer to Perfect Selfie mode.
- **Touch & hold shutter button**: Configure the shutter's touch and hold settings. You can select **Burst shoot** or **Focus**.

- **Audio control**: Take a photo using voice commands.
- **Volume button function**: Configure the volume button settings. You can select **Shutter**, **Zoom** or **Focus**.
- **Mute**: Enable this feature to mute the camera. Due to legal constraints, this feature is not available in all countries and regions.
- **Timer**: Enable this feature to set a self-timer.
- **Touch to capture**: Touch the viewfinder to take a photo.
- **Capture smiles**: The camera will automatically take a photo when it detects a smile.
- **Object tracking**: Touch the object you want to focus on. The camera will track and focus on the selected object. For more information, refer to Object tracking.
- **Ultra snapshot**: Touch the volume down button twice to take a photo when the screen is locked. For more information, refer to Ultra Snapshot.
- **ISO**: Set a photo's ISO. Increasing the ISO can reduce blurring caused by dark conditions or movement.
- **White balance**: Adjust a photo's white balance. Adjust the white balance according to the brightness of the surroundings.
- **Image adjustment**: Adjust saturation, contrast and brightness.

Viewing photos and videos

You can view the following photos and videos in Gallery:

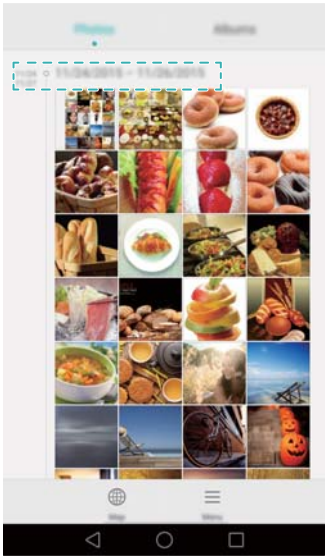
- Photos and videos shot with the camera.
- Photos and videos that your friends shared with you.
- Photos and videos synced from your computer.
- Photos and videos saved from messages, emails or websites, as well as screenshots.
- Photos and videos in your cloud albums.

Open **Gallery**, and then touch an image to view it in full-screen mode. Menu options will be hidden when you view photos or videos in full-screen mode. Touch any part of the screen to display the menu options. You can:

- **Set a photo as the home screen wallpaper**: When viewing a photo in full-screen mode, touch ☰ > **Set as** > **Wallpaper** to set it as the home screen wallpaper.
- **View image details**: Touch ⓘ to view the image details, such as the ISO, exposure compensation and resolution.

Viewing photos in chronological order

Go to the **Photos** tab. Photos are automatically displayed in chronological order. Touch ☰ > **Settings**, and then turn on the **Show time** switch to display the time a photo was taken.



Viewing photos by location

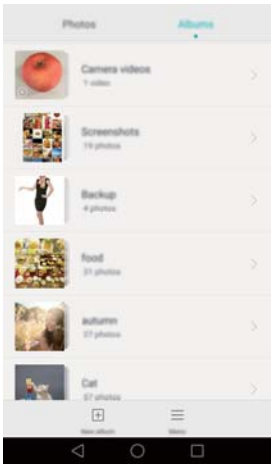
Go to the **Photos** tab, and then touch 🌐. Photos with location information will be displayed on a map. Touch ☰ > **Settings**, and then turn on the **Show location** switch to display the location where the shot was taken.

Playing a slideshow

Go to the **Photos** tab, and then touch ☰ > **Slideshow**. Touch the screen to stop the slideshow.

Viewing photos and videos by album

Go to the **Albums** tab. Photos and videos are automatically added to the default folders. For example, videos that you shoot using the camera are automatically added to the **Camera videos** folder, and screenshots are added to the **Screenshots** folder.



Hiding albums

You can hide infrequently used albums to make browsing easier. To hide an album, go to the **Albums** tab, touch ☰ > **Hide albums**, and then turn on the switch next to the album you want to hide. Turn off the switch next to the album to unhide it.

Adding notes to an image

You can use Gallery to add notes to your images and bring them to life.

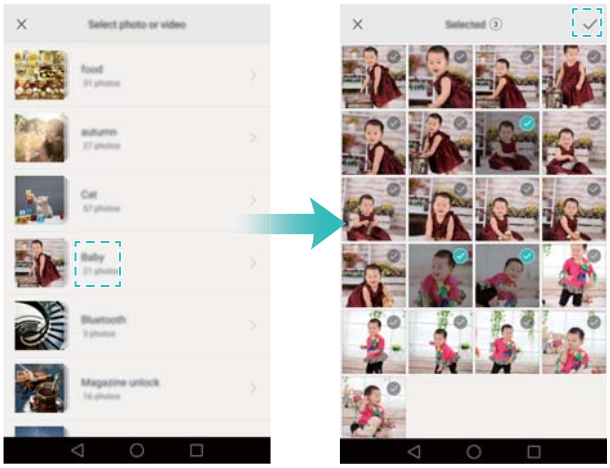
1. Open **Gallery**.
2. Touch an image to view it in full-screen mode. Touch ☰ > **Add memo**.
3. Enter your note. You can add the image to your Magazine unlock images so that it will be displayed on the lock screen.

Organising photos and videos

Use Gallery to organise your photos and videos so that you can find them quickly and easily.

Adding photos or videos to a new album

1. Open **Gallery**.
2. Go to the **Albums** tab, and then touch ⊞ and enter the album name.
3. Select the images or videos that you want to add to the new album, and then touch ✓.



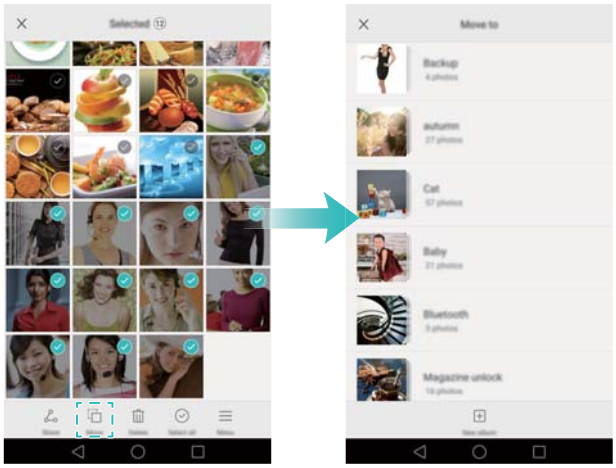
4 Select whether you want to copy or move the photos or videos to the new album.

Moving photos or videos to other albums

1 Open **Gallery**.

2 Touch and hold an image or video thumbnail in the **Photos** or **Albums** tab, and then select the files that you want to move.

3 Touch , and then select the destination album or touch to create a new album and select it as the destination album.



Deleting images or videos

If you're running out of storage space, you can use Gallery to delete unwanted photos and videos.

1 Open **Gallery**.

2 Touch and hold an image or video thumbnail in the **Photos** or **Albums** tab, and then select the files that you want to delete.

3 Touch > **Delete** to delete the selected files.

Sharing images or videos

You can use Gallery to share photos and videos with your friends through different apps.

1 Open **Gallery**.

2 Touch and hold an image or video thumbnail in the **Photos** or **Albums** tab, and then select the files that you want to share.

3 Touch , choose a sharing method, and follow the onscreen instructions to share your files.

Editing an image

The Gallery app comes with a powerful image editing tool that you can use to bring your photos to life. For example, you can draw graffiti, add watermarks or apply a variety of filters.

1 Open **Gallery**.

2 Touch an image to view it in full-screen mode. Touch to edit the image.

3 Select an image editing tool. You can:

- **Rotate an image**: Touch and swipe on the screen to adjust the angle of rotation. Touch **Mirror** to create a mirror image of the photo.
- **Crop a photo:** Touch to select the crop ratio (for example, 16:9). Drag the dotted edges to crop the image to the desired size.
- **Add a filter:** Touch and select the desired filter.
- **Adjust image parameters:** Touch . You can adjust the brightness, contrast, saturation and more to make your image look more vivid.
- **Beauty:** Touch to apply facial enhancement effects to people in an image. You can choose from various skin and eye enhancement effects.
- **Apply mosaic effects:** Touch , and then select the desired mosaic effect.

- **Draw graffiti:** Touch to select the brush and colour.
- **Add a watermark:** Touch to add a watermark and personalise your photo. You can choose from time, location, weather, exercise type and more.
- **Add a label:** Touch , and then select the desired label type and font. You can use labels to record your mood or thoughts.

Using Camera or Gallery to scan a QR code

QR codes are a quick and convenient way to receive information. For example, you can scan a QR code to view discount information or add contacts. You can scan a QR code using the camera or use Gallery to scan a QR code contained in an image stored on your phone.

Scanning a QR code in an image

1. Open **Gallery**.
2. Select the image containing the QR code that you want to scan to view it in full-screen mode.
3. Touch the screen. Gallery will automatically scan the QR code.
4. Touch **View details** to view the QR code details.

Scanning a QR code using the camera

1. Open **Camera**.
2. Frame the QR code in the viewfinder. The camera will automatically scan the QR code.
3. Touch **View details** to view the QR code details.

Music and Video

Adding songs to your phone

Before you can listen to your music, you need to copy your songs onto your phone.

To add songs to your phone:

- Copy songs from your computer using the USB cable.
- Download songs from the Internet.
- Copy songs with Bluetooth. For more information, see Sending and receiving files using Bluetooth.
- Copy songs with Wi-Fi Direct. For more information, see Using Wi-Fi Direct to send and receive files.

Searching for local music

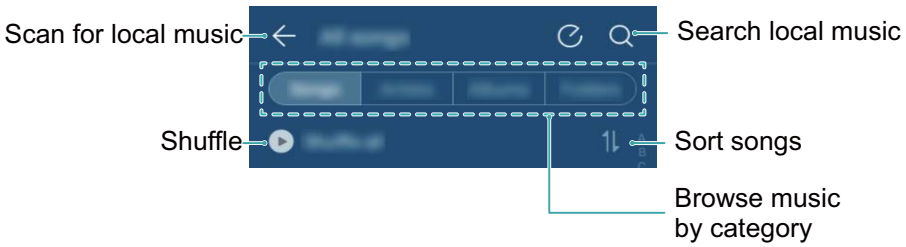
Sort your music by category or search with a keyword to find your music files quickly.

1 Open **Music**.

2 Touch **All songs**.

3 Touch to search for and view your local music.

4 You can choose to organise your music by song name, artist, album name or folder. To search for a specific song, touch and then enter the song name, artist or album in the search bar.



Listening to music

1 Open **Music**.

2 Touch **All songs**.

3 Touch the song you want to play.

Using your phone during music playback

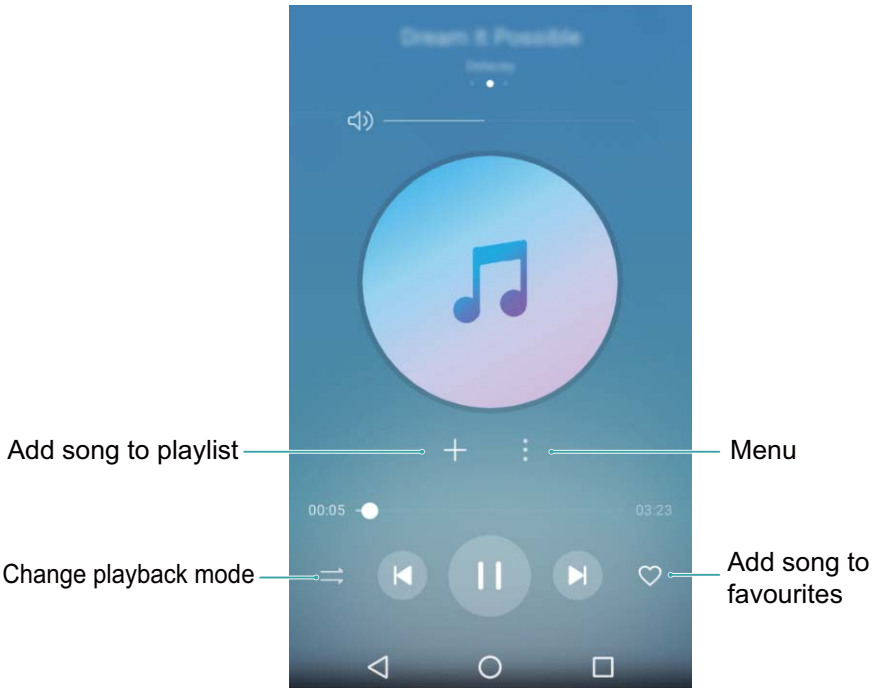
- When a song is playing, touch ◯ **Home** to exit the music playback screen without stopping the song. To return to the music playback screen, open the notification panel and touch the song that is playing.
- Touch the song that is playing to return to the playback screen. Swipe left or right to view the song list, album cover and lyrics.

  Lyrics files must be downloaded separately and saved in .lrc format. The name and file path must be the same as the music file.

- On the **My music** screen, touch ⚙ > **Close** to close the music player.

Using the playback screen

Touch the playback screen to display or hide the menu icons.



Controlling playback using a smart headset

When smart headset control is enabled, you can use the buttons on a headset to control playback without turning on the screen.

- Not all headsets are compatible with your phone. You are advised to purchase an official Huawei headset.
- You can also use a headset to control video playback (this feature is not supported by all video players).

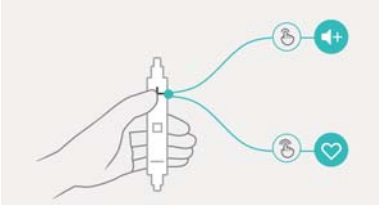
1 Open **Settings**.

2 Touch **Smart assistance** > **Smart headset control**.

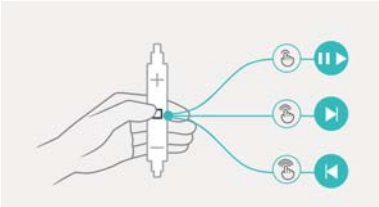
3 Turn on the **Smart headset control** switch.

Use the following buttons to control playback:

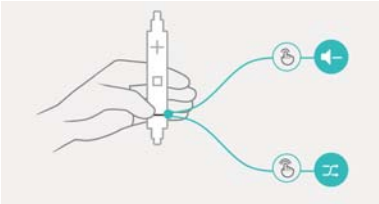
- **Volume up button**: Press once to increase the volume, or twice to add the current song to your favourites.



- **Pause button**: Press once to pause or resume playback, twice to skip to the next song, or three times to go to the previous song.



- **Volume down button**: Press once to decrease the volume, or twice to change the playback mode.



Creating a playlist

Organise your music by creating customised playlists that contain your favourite songs.

1 Open **Music**.

2 Touch **Playlists** > **Create new playlist**.

3 Name the playlist and touch **Save**.

4 Touch **Add** in the dialogue box.

5 Select the songs you want to add and touch ✓.

Touch ⋮ next to the playlist to **Rename** or **Delete** the playlist.

Playing a playlist

1 Open **Music**.

2 Touch **Playlists** .

3 Select the desired playlist, then touch a song to start playback, or touch **Shuffle all** to shuffle all songs.

Setting a song as the ringtone

Set your favourite song as the call, notification or alarm ringtone.

1 Open **Music**.

2 Touch **All songs**.

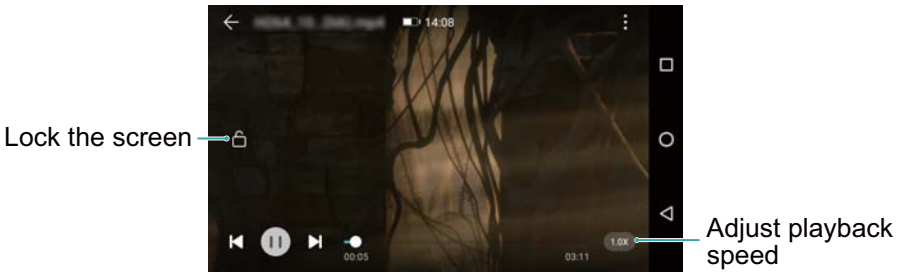
3 Touch > **Set ringtone** next to the song name. You can choose to set the song as the call, notification or alarm ringtone.

Playing a video

1 Open **Videos**.

2 Touch the video you want to play.

3 Touch to pause the video playback.



Using your phone during video playback

- Swipe left or right to rewind or fast-forward the video.
- Swipe up or down on the left side of the screen to adjust the screen brightness.
- Swipe up or down on the right side of the screen to adjust the volume.

Accessing the Internet

Connecting to the Internet using mobile data

Data charges may apply when using mobile data to access the Internet.

Before using mobile data, ensure that you have a data plan with your carrier.

1 Open **Settings**.

2 Touch **More** > **Mobile network**.

3 Turn on the **Mobile data** switch to enable mobile data.

Disable mobile data when not required in order to save battery power and reduce data usage.

Connecting to the Internet using Wi-Fi

You can connect to the Internet using a Wi-Fi access point or hotspot.

Your personal data and financial information may be at risk if you connect to insecure public Wi-Fi networks.

Connecting to a Wi-Fi network

1 Open **Settings**.

2 Touch **Wi-Fi** and then turn on the **Wi-Fi** switch. Your phone will list available Wi-Fi networks.

- **Search manually for Wi-Fi networks**: Touch **Scan**. Your phone will scan again for available Wi-Fi networks.
- **Add a Wi-Fi network that is not shown in the list**: Touch **Add network…**. Follow the onscreen instructions to configure the Wi-Fi settings and password.

3 Select the Wi-Fi network you want to connect to:

- If the Wi-Fi network does not require a password, your phone will connect automatically.
- If the network is protected, enter the password when prompted, then touch **Connect**.

Once your phone is connected to a Wi-Fi network, it will display the icon in the status bar. Your phone will remember Wi-Fi networks that you have used before and reconnect to them automatically.

Connecting to a Wi-Fi network using WPS

Connect your phone to a WPS-enabled router without having to enter the network key.

1 Open **Settings**.

2 Touch **Wi-Fi** and then turn on the **Wi-Fi** switch.

3 Touch > **Advanced settings**, then choose one of the following methods:

- Touch **WPS connection** and then press the Wi-Fi router's WPS button.

- Touch **WPS PIN connection** to generate a PIN, then enter this PIN on the Wi-Fi router.

Once your phone is connected to a Wi-Fi network, it will display the icon in the status bar. Your phone will remember Wi-Fi networks that you have used before and reconnect to them automatically.

Connecting to the Wi-Fi network with the strongest signal

When Wi-Fi+ is enabled, your phone will automatically enable or disable Wi-Fi and connect to the Wi-Fi network with the best signal.

You may incur additional data charges when downloading large files or watching online videos over mobile data. Purchase a suitable data plan to ensure that you do not incur excessive data charges. Contact your carrier for details.

1 Open **Settings** and touch **More**.

2 Touch **Wi-Fi+** > **Wi-Fi+ settings** and then turn on the **Wi-Fi+** switch.

When Wi-Fi+ is enabled, your phone will automatically record your Wi-Fi connection history and monitor the signal strength and your location. This information is then used to enable or disable Wi-Fi and connect to the Wi-Fi network with the strongest signal.

- **Connect to the network with the best signal**: When Wi-Fi signal strength is poor or your current Wi-Fi network is not reachable, your phone will automatically connect to another available Wi-Fi network with a better signal. If no other Wi-Fi networks are available and mobile data is enabled, your phone will use mobile data (data charges may apply). If the Wi-Fi signal strength improves, your phone will reconnect to the Wi-Fi network.
- **Automatically turn Wi-Fi on or off**: Your phone will automatically disable Wi-Fi when you move out of range of a Wi-Fi hotspot (such as when you leave home). Wi-Fi will be re-enabled when you return to the location of a previously used hotspot (such as when you return home).
- **Monitor Wi-Fi network quality**: Your phone will automatically monitor the signal strength of nearby public hotspots.

Sharing your mobile Internet with other devices

You can share your phone's mobile Internet with other devices (such as phones, tablets or computers). The following Internet sharing methods can be used:

- **Portable Wi-Fi hotspot**: Create a portable Wi-Fi hotspot to share your mobile Internet with other devices.
- **Bluetooth tethering**: Share your mobile Internet with other devices using Bluetooth.
- **USB tethering**: Use a USB cable to share your mobile Internet with a computer.

Using a portable Wi-Fi hotspot to share your mobile Internet

Set up a portable Wi-Fi hotspot to share your phone's mobile Internet with other devices. Compared with Bluetooth tethering, the portable Wi-Fi hotspot feature offers quicker, longer-range connections, but power consumption is higher.

- Your device can't access the Internet using Wi-Fi when your **Portable Wi-Fi hotspot** is switched on.
- To enable mobile data, see Connecting to the Internet using mobile data.

1 Open **Settings**.

2 Touch **More** > **Tethering & portable hotspot**.

3 Touch **Portable Wi-Fi hotspot** and then turn on the Wi-Fi hotspot switch.

After enabling your personal Wi-Fi hotspot, your phone will display the icon in the status bar.

4 Touch **Configure Wi-Fi hotspot** to view or modify the hotspot name, security settings and password, and then touch **Save**.

- **Change the hotspot name**: The **Network SSID** is the hotspot's name. By default, this is the name of your phone model. You can manually change the name to something that is easier to remember.
- **Change the hotspot security settings**: Touch **Encryption type** to configure the hotspot security settings. Your phone uses **WPA2 PSK** encryption by default. Other devices will require a password to connect to the hotspot. If you choose **None**, devices will not require a password to connect to the hotspot.
- **Configure a password that is easy to remember**: The hotspot password is generated randomly by your phone. For security reasons, choose a password that is not easy to guess and change it regularly.
- **Configure the maximum number of connections**: Touch **Max. allowed connections** and change the maximum number of connections. By default, your phone will allow eight devices to connect to the hotspot concurrently.

You will need to remember the hotspot name and password to connect to it using other devices.

Limit the amount of data that other devices can use: Touch **Data limit** on the **Portable Wi-Fi hotspot** screen and follow the onscreen instructions to set the data limit.

Using USB tethering to share mobile Internet with a computer

Use a USB cable to share your phone's mobile Internet with a computer. This is useful if your computer's Internet connection stops working.

- **USB tethering** can be used to share your Wi-Fi and mobile Internet connection. To enable mobile data, see Connecting to the Internet using mobile data.
- Depending on your computer's operating system, you may need to install phone drivers on the computer or establish a network connection in order to use USB tethering. Please read the instructions for your operating system.

1 Use a USB cable to connect your phone to the computer.

2 Open **Settings**.

3 Touch **More** > **Tethering & portable hotspot**.

4 Turn on the **USB tethering** switch to share your mobile Internet.

After enabling USB tethering, your phone will display the icon in the status bar. You can then use the computer to access the Internet.

You cannot use the mass storage feature when your phone is in USB tethering mode.

Using Bluetooth tethering to share your mobile Internet

Use Bluetooth tethering to turn your phone into a wireless router and share your mobile Internet with other devices. Compared with a portable hotspot, Bluetooth tethering offers a slower Internet connection, but consumes less power.

Bluetooth tethering can be used to share your Wi-Fi and mobile Internet connection.

1 Establish a Bluetooth connection between two devices and check that they are paired. For more information, see Enabling Bluetooth and pairing your phone with another device.

2 Open **Settings**.

3 Touch **More** > **Tethering & portable hotspot**.

4 Turn on the **Bluetooth tethering** switch to share your mobile Internet.

5 On the **Bluetooth** screen, touch ⓘ next to the name of the paired device and turn on the **Internet access** switch to establish an Internet connection.

Send an Internet access request to your phone from the device that requires an Internet connection.

After enabling Bluetooth tethering, your phone will display the icon in the status bar. Other devices can now connect and use your mobile Internet.

Transferring data using Bluetooth

Enabling Bluetooth and pairing your phone with another device

1 Open **Settings** and touch **Bluetooth**.

2 Turn on the **Turn on** switch and ensure that **Visibility** is enabled. Your phone will automatically list available devices. If the device you want to pair with is not displayed, check that the device is discoverable.

3 Select the device you want to pair with and follow the onscreen instructions.

Sending and receiving files using Bluetooth

Check that both devices are paired before attempting to transfer files.

- **Send files**: Touch and hold the file you want to send and touch **Share** > **Bluetooth**. Your device will automatically search for nearby devices. Select the receiving device.
- **Receive files**: When another device tries to send you files using Bluetooth, select **Accept** from the dialogue box that appears. Open the notification panel to view file transfer progress. By default, received files are saved to the **bluetooth** folder on your device's internal storage.

Unpairing Bluetooth devices

1 Open **Settings** and touch **Bluetooth**.

2 Turn on the **Turn on** switch.

3 Touch the ⓘ icon next to the name of the paired device, then touch **Unpair**.

Renaming your phone

By default, your phone's model number is used as the device name when you enable Bluetooth. You can change the name to something more recognisable.

1 Open **Settings** and touch **Bluetooth** > **Device name**.

2 Rename the phone and touch **OK**.

Transferring data using Wi-Fi Direct

Use Wi-Fi Direct to transfer photos and files between two devices without connecting to a Wi-Fi network. Wi-Fi Direct is similar to Bluetooth but is faster, making it suitable for the transfer of larger files such as videos.

Wi-Fi Direct can only be used to transfer data between two Huawei devices. Check that both devices support Wi-Fi Direct.

Connecting two devices using Wi-Fi Direct

Establish a Wi-Fi Direct connection to transfer data wirelessly between two devices.

1 Open **Settings**, select **Wi-Fi** and then turn on the **Wi-Fi** switch. Touch **Wi-Fi Direct**.

2 Repeat the above steps on the other device and keep the Wi-Fi Direct search screen open on both devices.

3 When your phone detects the other device, select it. Follow the onscreen instructions to establish a Wi-Fi Direct connection between the two devices.

To terminate the Wi-Fi Direct connection, select to open the **Wi-Fi Direct** screen. Select the device you want to disconnect from and touch **OK** to disconnect.

Using Wi-Fi Direct to send and receive files

Share files between two devices by establishing a Wi-Fi Direct connection.

This feature requires a Wi-Fi connection. Ensure that Wi-Fi is enabled on both devices.

1 Open **Gallery** and select the picture you want to send.

2 Touch **Share** > **Wi-Fi Direct**. Wait until the receiving device is detected, then select it.

If the receiving device is not detected, check that Wi-Fi is enabled.

3 A prompt will be displayed on the receiving device. Touch **Accept** to accept the file transfer request.

Open the notification panel and touch **Notifications** to monitor the file transfer progress.

By default, received files are saved to the **Wi-Fi Direct** folder on your phone's internal storage.

NFC and payment

Use NFC to share data rapidly between two phones. If your carrier supports NFC payments, you can use an NFC-enabled SIM card to make payments. Contact your carrier for more information.

This feature is only available on NFC-enabled phones.

Enabling NFC

1 Open **Settings**.

2 Touch **More** > **NFC**.

3 Turn on the **NFC** switch to enable NFC.

4 Turn on the **Huawei Beam** switch to enable Huawei Beam.

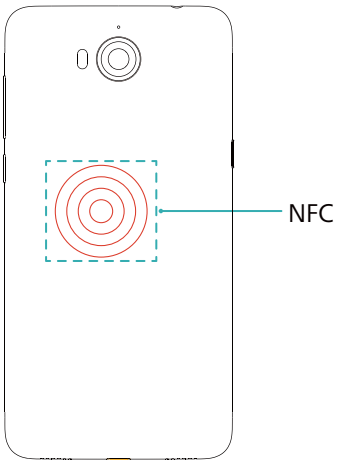
Using NFC to share web pages or contacts

You can use NFC to share data rapidly between two phones. To share photos, videos and web pages, simply place the two phones back to back.

Check that the screen is unlocked on both phones and ensure that NFC is enabled. Enable Android Beam on the other phone (if required).

1 Select the web page or contact that you want to share.

2 Hold your mobile phone and the receiving device back to back. After a connection is established, a sound will be played and the content you are sharing will shrink on the screen.



3 Follow the onscreen instructions and touch the screen to share data with the other device.

NFC payments

Use NFC-enabled SIM cards to make payments. Contact your carrier for details.

Check that you are using an NFC-enabled SIM card and then install your carrier's payment app.

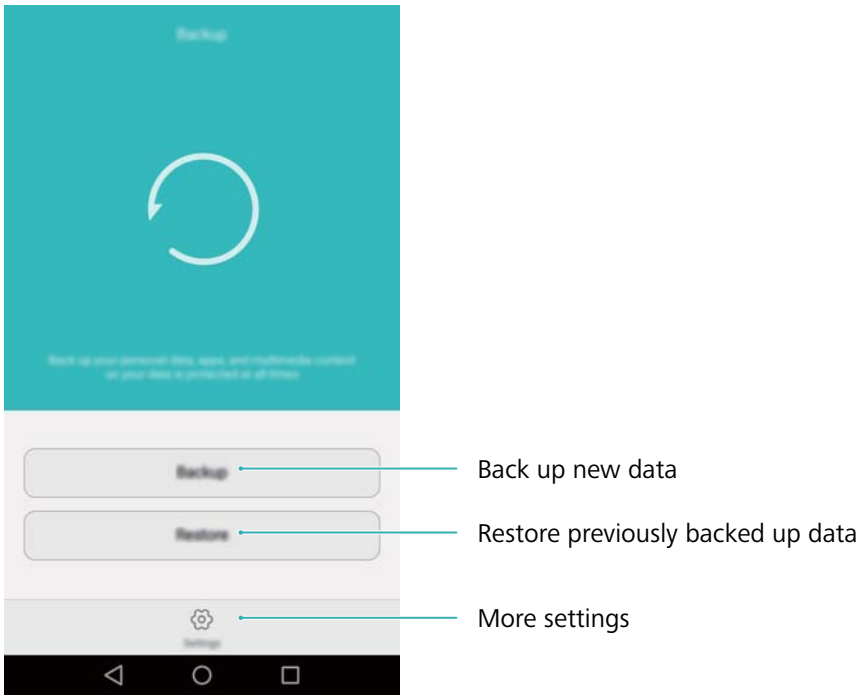
When configuring the default payment application, touch **More** > **NFC** > **Default payment app** on the settings screen and then select a payment app supported by your carrier. Contact your carrier for details.

Backup and Restore

Using the Backup application to back up and restore data

Backups help ensure that you never lose your data. You can use a local backup to copy data to your phone's internal storage or a microSD card.

Features may vary depending on your carrier.



Backing up data to local storage

You can back up your contacts, messages, call log, photos, music, videos, files and applications.

1. Open **Backup**.
2. Touch **Backup** > **Internal storage** > **Next**.
3. Select the data you want to back up. No backup password is required if you back up photos, audio, videos and documents. To back up other types of data, follow the onscreen instructions to set a backup password.
4. Touch **Back up**.

By default, backup data is saved to the **HuaweiBackup** folder in **Files**.

Restoring data from local storage

1. Open **Backup**.
2. Touch **Restore** > **Restore from internal storage** > **Next**.
3. Select the backup you want to restore.

If the backup data is encrypted, enter the encryption password when prompted.

4 Select the data you want to restore and touch **Restore**.

Restoring factory settings

Restore your phone to its factory settings if it crashes or is slow to respond.

Back up important data on your phone before restoring factory settings. For more information, see Using the Backup application to back up and restore data.

Restoring factory settings will erase all personal data from your phone, including fingerprints, account information, downloaded applications and application settings.

1 Open **Settings**.

2 Touch **Advanced settings** > **Backup & reset** > **Factory data reset**.

3 Choose whether to format your internal storage, then touch **Reset phone**.

Selecting **Erase internal storage** will delete all files on your internal storage, such as music and images. Proceed with caution.

4 Touch **Reset phone** to restore your phone to its factory settings. Your phone will restart automatically when the process is complete.

Updating your phone

Update your phone's system to the latest version to enhance performance.

- Your personal data may be erased during a system update. Ensure that you back up important data before updating your phone.
- When updating, ensure that your phone has at least 20% battery power remaining.
- After updating, you may find that some third-party applications are incompatible with your system, such as Internet banking applications and games. This is because it takes a while for third-party application developers to release updates for new Android releases. Please wait until a new version of the application is released.

Touch **Settings** > **About phone** > **Build number** to view your phone's version number.

OTA updates

When a new system update is released, you will be prompted to download and install the latest version. Select OTA update for quick and secure updates.

Ensure that your phone is connected to the Internet before updating. Connect to a Wi-Fi network before updating to avoid incurring data charges. In addition, ensure that your phone has sufficient battery power remaining.

1 Open **Settings**.

2 Touch **Update**. Your phone will automatically check for updates.

3 Select the latest version to download the update package.

4 Once the download is complete, touch **Restart and update**. The update process may take a while to complete. Do not use your phone before it has finished updating. Your phone will restart automatically when it has finished updating.

File Management

Viewing files

Viewing files by category

Open the **Categories** tab in **Files**. Your files are automatically sorted into different categories.

Finding files quickly

Use the search feature to quickly find what you are looking for.

1 Open **Files**.

2 In the **Local** tab, touch **Internal storage** or **SD card**.

3 Touch and then enter the file name or keywords. Search results will be displayed below the search bar.

Sorting your files

Use the sort feature to arrange your files by type, name, size or date.

1 Open **Files**.

2 In the **Local** tab, touch **Internal storage** or **SD card**.

3 Touch and then sort files by type, name, size or date as desired.

Creating file shortcuts on the home screen

Create a shortcut to frequently-used files on the home screen for easy access.

1 Open **Files**.

2 In the **Local** tab, touch **Internal storage** or **SD card**.

3 Touch and hold the file you want to create a shortcut for, then touch > **Create desktop shortcut**.

Creating folders

Create folders and place files inside them to keep your phone organised.

1 Open **Files**.

2 In the **Local** tab, touch **Internal storage** or **SD card**.

3 Touch . Enter the name of the new folder, then touch **Save**.

Renaming files

Give your files distinctive names so that you can find them more quickly.

1 Open **Files**.
2 In the **Local** tab, touch **Internal storage** or **SD card**.
3 Touch and hold the file or folder you want to rename, then touch > **Rename**.
4 Enter a new name and touch **OK**.

Copying, moving or deleting files

1 Open **Files**.
2 In the **Local** tab, touch **Internal storage** or **SD card**.
3 Select the files you want to copy, move or delete. You can:

- **Copy files to a destination folder**: Touch . Select a destination folder, then touch .
- **Move files to a destination folder**: Touch . Select a destination folder, then touch .
- **Delete files**: Touch > **Delete**

Creating or extracting archives

Combine multiple files into a single **zip** archive to free up storage space and make your files easier to share.

1 Open **Files**.
2 In the **Local** tab, touch **Internal storage** or **SD card**.
3 Select the files or folders you want to add to the archive, then touch > **Compress**.
4 Choose the archive destination. The selected files will be compressed into a **zip** archive, which will be named automatically.

To extract an archive, touch and hold the archive file, then touch > **Extract to**. Select where the archive should be extracted to.

Excluding small images

When viewing images, you may find that **Files** also displays cached images and thumbnails from web pages you have visited. Exclude these images for a clutter-free viewing experience.

1 Open **Files**.
2 Touch > **Settings** and then turn on the **Filter small pictures** switch to prevent files smaller than 30 KB from being shown.

Storing private files in a safe

To ensure the privacy of your files, enable Safe, set a password, and move files into a safe to encrypt them. You can always remove them from the safe at a later date.

1. Open **Files**.
2. In the **Categories** or **Local** tab, touch **Safe**.
3. Touch **Enable** and set the safe storage location.
4. Follow the onscreen instructions to set a password and security question, then touch **Done** to open Safe.
5. Touch . Follow the onscreen instructions to select files, then touch to add them to the safe.

- **Remove files from a safe**: In Safe, open the folder which contains the files you want to remove. Touch and hold any file. Select the files you want to move, then touch .
- **Destroy a safe**: In Safe, touch **Settings** > **Destroy safe**. Follow the onscreen instructions to remove files from the safe and destroy it.
- **Change the safe password**: In Safe, touch **Settings** > **Change password**. Follow the onscreen instructions to change the password.

Power Management

Viewing battery usage statistics

Use Phone Manager to view detailed per-application battery usage statistics.

Open **Phone Manager** and then touch **xx% remaining**. You can:

- Touch **Optimise**. Your phone will check for power consumption problems and automatically optimise performance.
- Touch **Power usage details** to view detailed battery usage statistics.
- Touch **Consumption level** to see what is using the most power.
- Turn on the **Remaining battery percentage** switch to display the remaining battery percentage in the status bar.

Reducing power consumption

Use Phone Manager to optimise performance and reduce power consumption.

Open **Phone Manager** and then touch **xx% remaining**. You can:

- **Optimise performance**: Touch **Optimise**. Your phone will check for power consumption problems and automatically optimise performance. To further reduce power consumption, see **Optimisable issues**. Select **View** or **Optimise** to adjust the power settings manually.
- **Restrict applications**: Touch **Protected apps** and turn off the switch next to the applications that you do not want to run in the background when the screen is locked.
- **Close power-intensive applications**: Touch **Power usage firewall (power-intensive apps)**, select the desired applications and then touch to close them.

  A message will appear in the notification panel if power-intensive applications are running in the background. If you don't want to receive such notifications, touch and then turn off the **Power-intensive prompt** switch.

- **Automatically close power-intensive applications**: Touch and then turn on the **History of closed apps** switch.

Enabling the Ultra power plan

If you're waiting for an important call but your phone has low battery, enable the **Ultra** power plan in **Phone Manager**. This disables everything except essential calling, SMS and contact functions, prolonging battery life.

Open **Phone Manager**. Touch **xx% remaining** > **Power plan** > **Ultra power saving** and then select > **Enable**.

Touch **Exit** to disable the Ultra power plan and restore the original settings.

Closing background applications when the screen is locked

Reduce power consumption by closing background applications when the screen is locked.

1. Open **Phone Manager**.
2. Touch **Protected apps**.
3. Turn off switches for non-essential applications to prevent them from running while the screen is locked.

   If you want an application to continue running after the screen is locked (such as the Backup application), turn on the switch for that application.

Press the power button to lock the screen. Your phone will close all background applications except those that are protected.

Preventing background applications from accessing the Internet

Use the networked applications manager to prevent certain applications from connecting to the Internet and using your data allowance.

1. Open **Phone Manager**.
2. Touch **Traffic manager** > **Networked apps**.
3. Switch between the **Installed apps** and **System apps** tabs to configure the Internet access permissions for individual applications. Touch to configure which applications have Internet access while roaming.

If you disable Internet access for an application, you will be asked if you want to enable Internet access next time you open it.

Configuring display and sound settings

Reduce power consumption by optimising the display and sound settings on your phone.

See Configuring the display settings to learn how to save power by disabling Daydream, turning off the indicator light and reducing the screen brightness and screen-off time.

See Sound settings to learn how to save power by disabling unnecessary sound or vibration alerts.

Phone Manager

Optimising your system

Use Phone Manager to make your phone run faster and optimise performance.

Conducting a comprehensive scan

Open **Phone Manager**. Your phone will automatically conduct a comprehensive scan and optimise your system.

Cleaning up your phone

1. Open **Phone Manager**.
2. Touch **System optimization** to scan for and clear cached application data and system trash.
   Follow the onscreen instructions to manually clear files or configure the settings.
3. Once the data has been cleared, touch **Finish**.

Managing data usage

Phone Manager comes with a data management feature that you can use to monitor data usage and avoid exceeding your monthly allowance.

Open **Phone Manager** and then touch **Traffic manager**. You can view detailed data usage statistics or configure the following settings:

- **Traffic use ranking**: View per-application data usage.
- **Networked apps**: Manage Internet access permissions for applications. Close unnecessary background applications that connect to the Internet to reduce data usage and power consumption. For more information, see Preventing background applications from accessing the Internet.
- **Portable Wi-Fi hotspot**: Configure the settings for a mobile hotspot or mobile network connection.

Harassment filter

Phone Manager features a harassment filter and notification centre to block spam calls and messages and unwanted push notifications.

Open **Phone Manager**. You can:

- Touch **Harassment filter** > .
- Touch **Notifications** and select an application to configure its notification permissions and settings.

Battery management

Phone Manager comes with a battery management feature to help you save power and prevent you from missing important calls and messages.

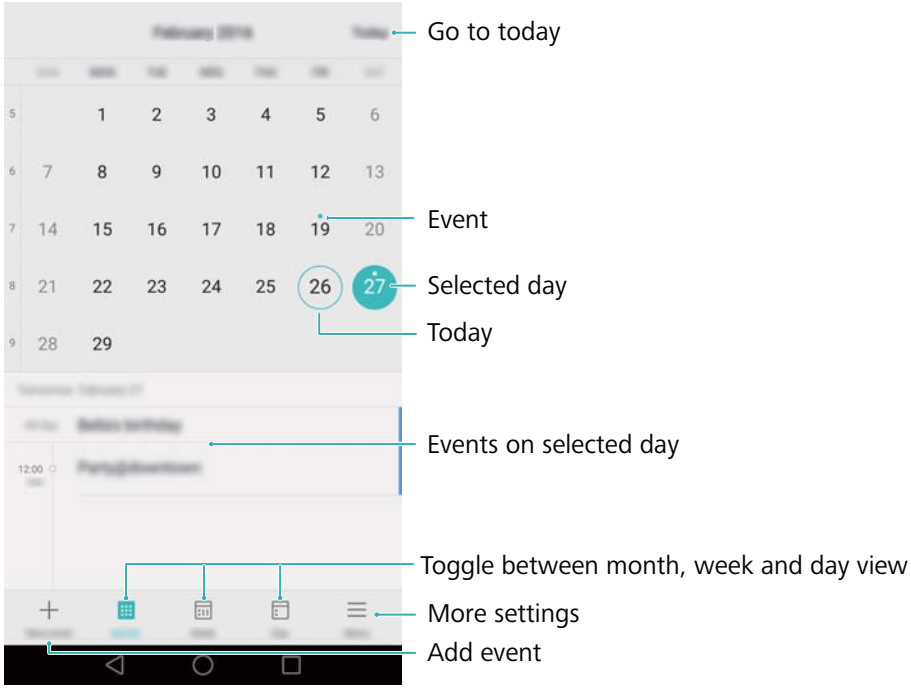
Open **Phone Manager** and then touch **xx% remaining**. You can:

- View detailed battery usage statistics. For more information, see Viewing battery usage statistics.
- Optimise battery use to reduce power consumption, For more information, see Reducing power consumption.
- Select a suitable power plan.

Tools

Calendar

Calendar helps you to plan your daily schedule. For example, it helps you to plan ahead and displays information about bank holidays. If you have saved your contacts' birthdays, Calendar will automatically create birthday reminders.



Adding and deleting events

Add events and set reminders to help you plan ahead.

- **Add an event**: Open **Calendar**, touch and then enter the name, start and end time, and location of the event. Touch to save the event. If you add a reminder, your phone will send you a reminder at the preset time.
- **Delete an event**: Go to the event that you want to delete and then touch .

Viewing the calendar

Open **Calendar**. You can:

- **Switch to month, week or day view**: Touch **Month**, **Week** or **Day**. When in month, week or day view, swipe left or right to change the month, week or day that is displayed.
- **View week number**: Touch > **Settings** and then turn on the **Show week number** switch to display the week number on the left of the calendar.
- **Change first day of the week**: Touch > **Settings** > **Week starts on** and select a day.

Clock

In the Clock application, you can add alarms, view world times and bank holiday dates and use the stopwatch and timer features.

Managing alarms

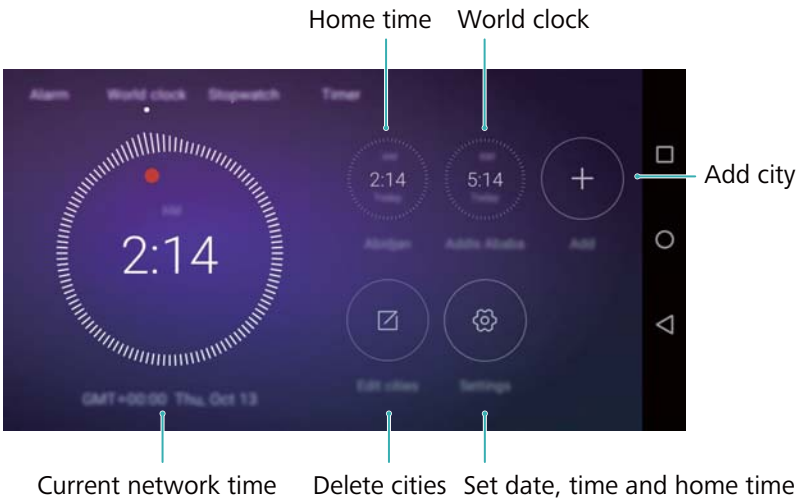
Open **Clock**. In the **Alarm** tab, you can:

- **Add an alarm**: Touch and set the alarm time, ringtone, repetitions and more. Touch to apply.
- **Enable or disable an alarm**: Touch the switch next to an alarm.
- **Configure the alarm settings**: Touch to configure the snooze duration, silent mode settings and volume button behaviour.
- **Delete an alarm**: Touch and hold the alarm you want to delete and then touch .
- **Turn off an alarm**: Touch **Slide to turn off alarm** at the bottom of the lock screen.
- **Mute an alarm**: Press the volume down button.

World clock

Add multiple clocks to view the time in various cities around the world.

Open **Clock**. In the **World clock** tab, you can:



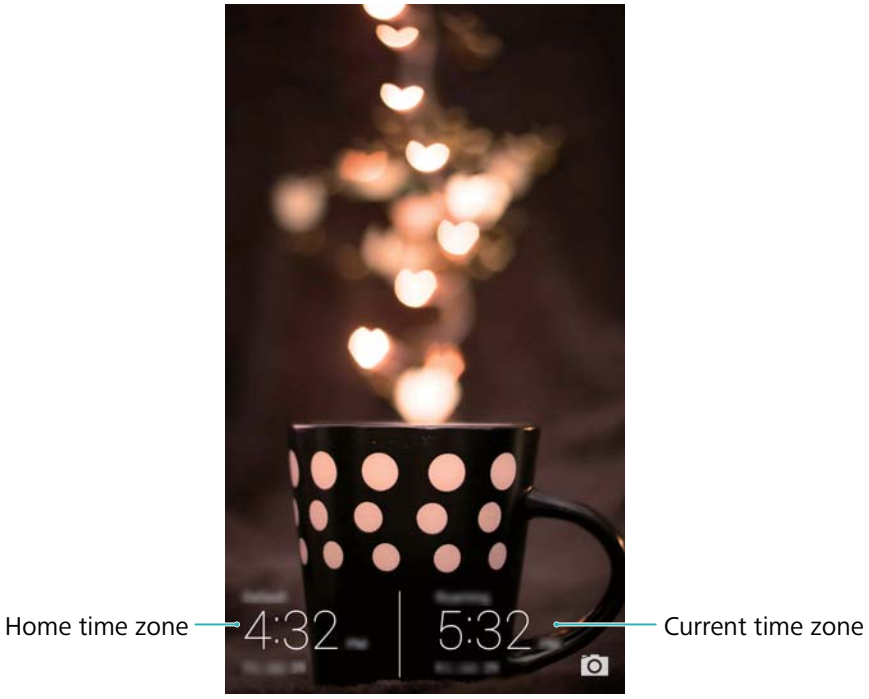
- **Add a city**: Touch . Enter a city name or select a city from the list.
- **Set the home time zone**: Touch , turn on the **Display home clock** switch and then touch **Home time zone**.
- **Set the system date and time**: Touch > **Date & time**.

- **Delete a city**: Touch **Edit cities**. Touch the icon next to the city you want to delete and then touch ✓.

Dual clock display

Your phone displays the network time by default. Turn on dual clocks to display the local time and home time on the lock screen.

Touch > **Date & time** > **Dual clocks** and then turn on the **Dual clocks** switch. Touch **Set home city** and then select your home time zone from the list of cities.



Only one clock is displayed when the local time zone is the same as the home time zone.

Stopwatch

1 Open **Clock**.

2 Under **Stopwatch**, touch to start timing.

While timing, touch to count laps. Swipe up on the timer in the middle of the screen to view your lap data.

3 Touch to pause the stopwatch.

4 Touch to resume the stopwatch or to clear the stopwatch records.

Timer

1 Open **Clock**.

2 Under **Timer**, turn the wheel to set the countdown time.

Touch to set a ringtone for the timer.

3 Touch ▷ to start the timer.

4 When the timer goes off, swipe the screen to silence the ringtone.

When the timer is counting down, touch ⏹ to reset the timer or ⏸ to pause the countdown.

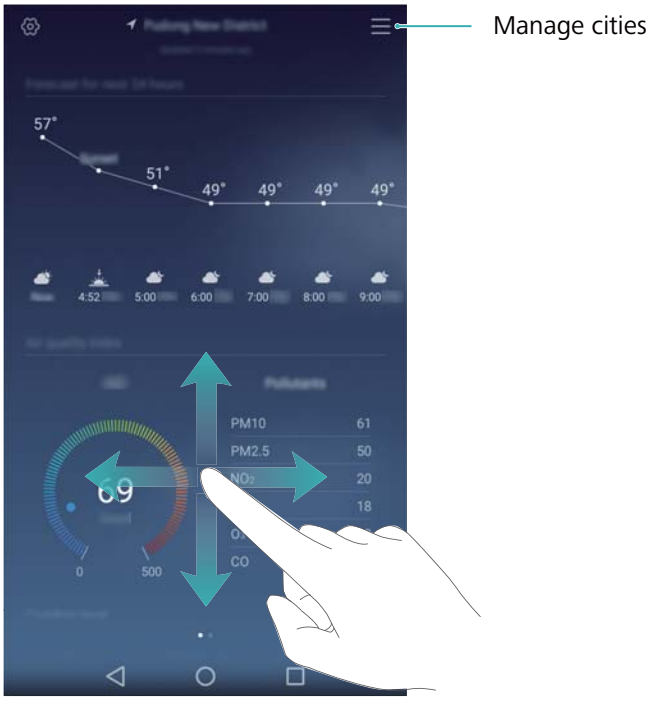
Weather

Weather allows you to check the current weather and multi-day forecast for your location and many other destinations around the world.

Viewing weather information

Open **Weather**. You can:

- **View detailed weather information**: Swipe up on the screen to view the weather forecast for the next 24 hours, chance of rainfall, air quality, comfort index, wind speed and direction and sunrise/sunset times.
- **View weather for other cities**: Swipe left or right on the screen to view the weather forecast for other cities.
- **Change temperature unit**: The temperature unit is set according to the system language. Touch ⚙ > **Temperature unit** to change the unit.
- **Enable weather sounds**: Weather sounds are disabled by default. To enable them, touch ⚙ and turn on the **Weather tones** switch.



Updating the weather

1 Open **Weather**.

2 Swipe left or right to find the city whose weather you want to update.

3 Swipe down from the top of the screen to update the weather manually.

You can also configure automatic weather updates. Touch . Turn on the **Auto update** switch and configure your **Update interval**. Your phone will update weather data at the scheduled interval.

Adding and deleting cities

Add multiple cities to the weather application so that you can keep track of the weather in cities of interest to you.

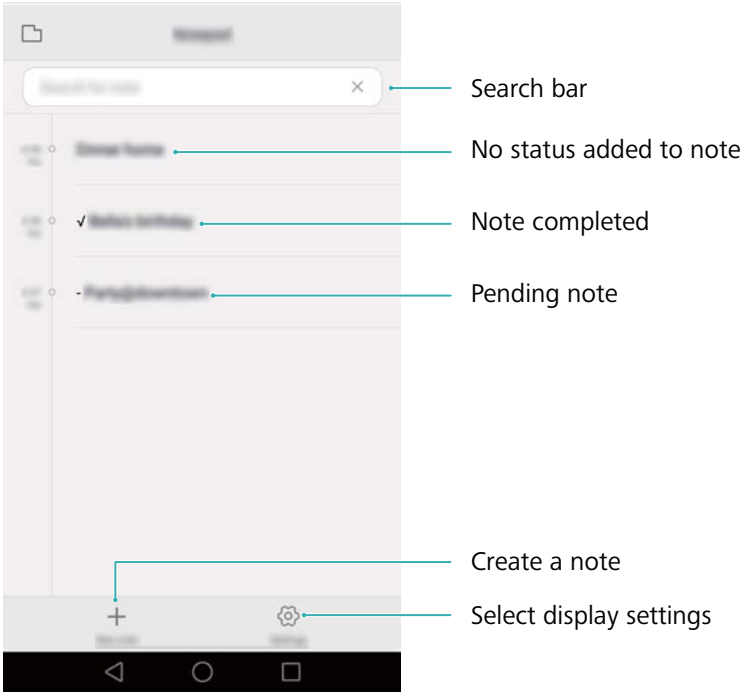
1 Open **Weather**.

2 Touch . You can then:

- **Add a city**: Touch > . Select a city from the list or search for the desired city in the search bar. You can add a maximum of 9 cities to the weather application.
- **Remove a city**: Touch and hold the city you wish to remove and then touch .

Notepad

Use Notepad to record important information or shopping lists. You can set up reminders for each note.

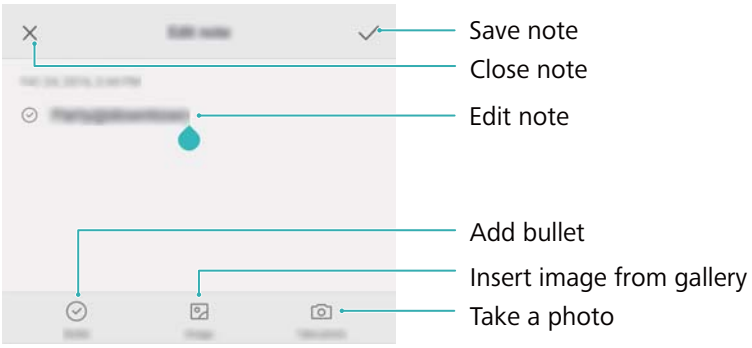


On the Notepad home screen, pending notes are prefixed with "-" to help you quickly identify which notes require your attention.

Creating a note

1 Open **Notepad**.

2 Touch +, enter your note and then touch ✓ to save.



Once you have saved a note, follow the onscreen instructions to share or delete it or add it to your favourites.

Deleting a note

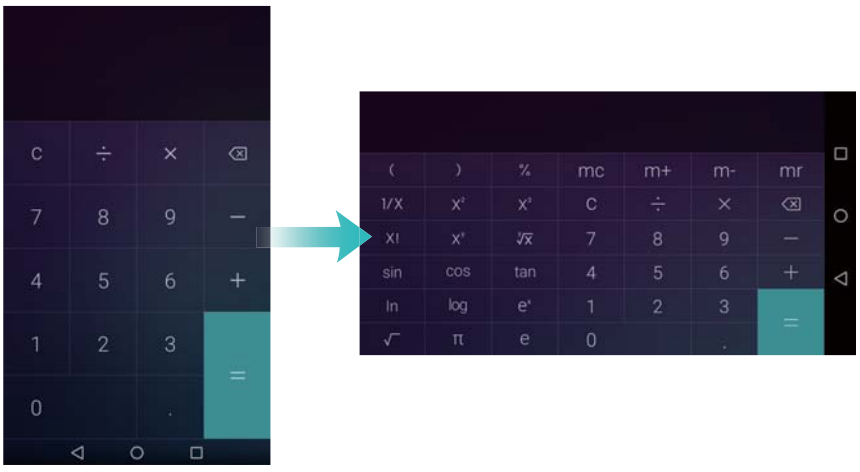
1 Open **Notepad**.

2 Touch and hold the note that you want to delete (or select multiple notes) and then touch 🗑.

3 Touch **Delete**.

Calculator

Open **Calculator**. Rotate the screen orientation to switch between the standard and scientific calculators.



Sound recorder

You can use the Recorder application to record sound in a variety of different scenarios, such as meetings or interviews.

Recording sound

1 Open **Recorder**.

2 Touch to start recording.

In order to ensure optimum recording quality, place your phone on a flat surface and do not cover the microphone.

3 When you are recording, touch to pause or to add a tag.

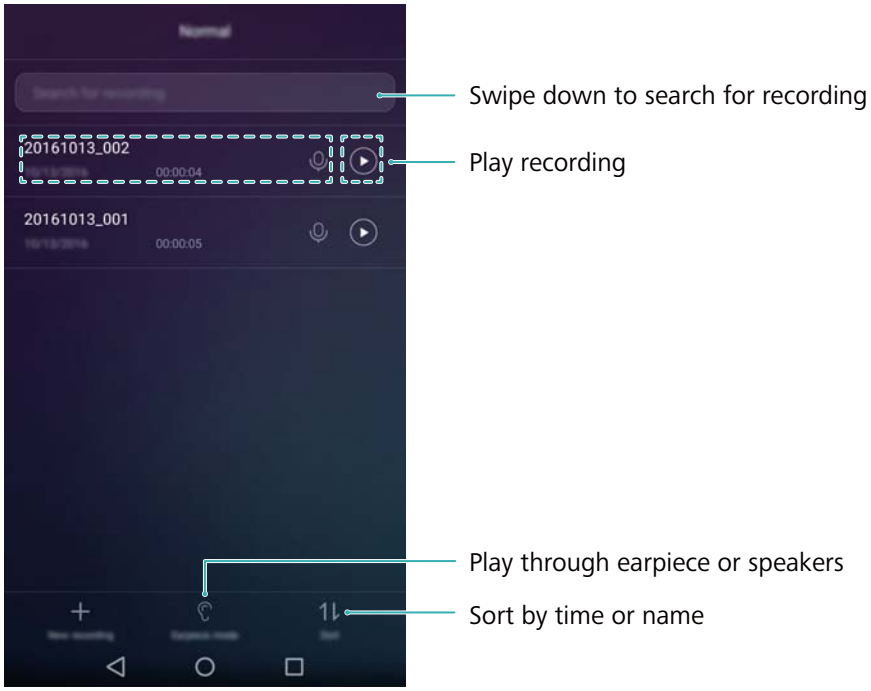
4 To end a recording, touch . Enter a name for the recording file and then touch **Save**.

Playing a recording

1 Open **Recorder**.

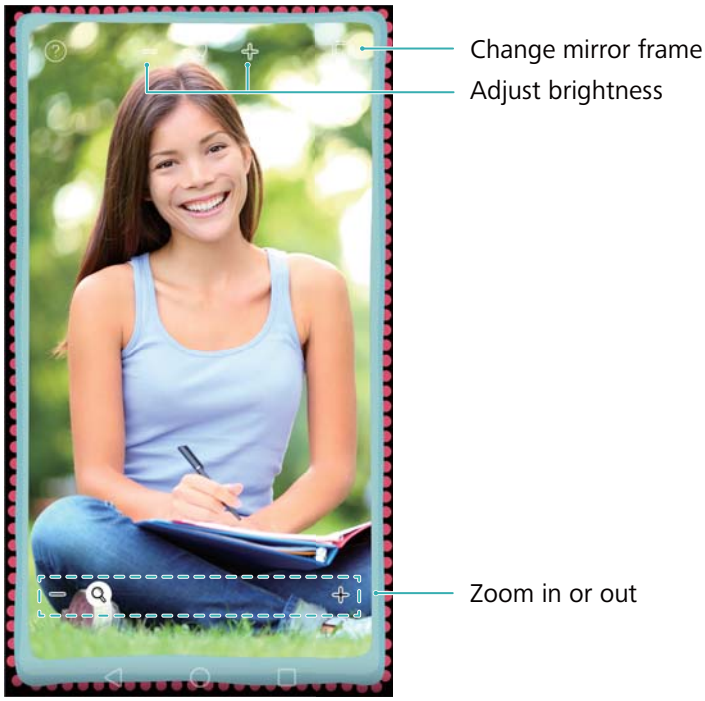
2 Touch .

3 Select the recording file you wish to play or touch the play button next to the file name.



Mirror

Your phone can double up as a mirror.



Open **Mirror**.

- **Save an image**: Touch the screen and select to save the image to Gallery. Your phone will return to the mirror once the image has been saved.
- **Zoom in**: Double touch the screen to zoom in. Double touch again to revert to the original screen.
- **Increase the brightness**: When you blow on the microphone, the mirror will display a "steamed up" effect. Wipe the screen to remove this effect.

Settings

Enabling location access

Enable location-based services to ensure that map, navigation and weather applications can access your location information.

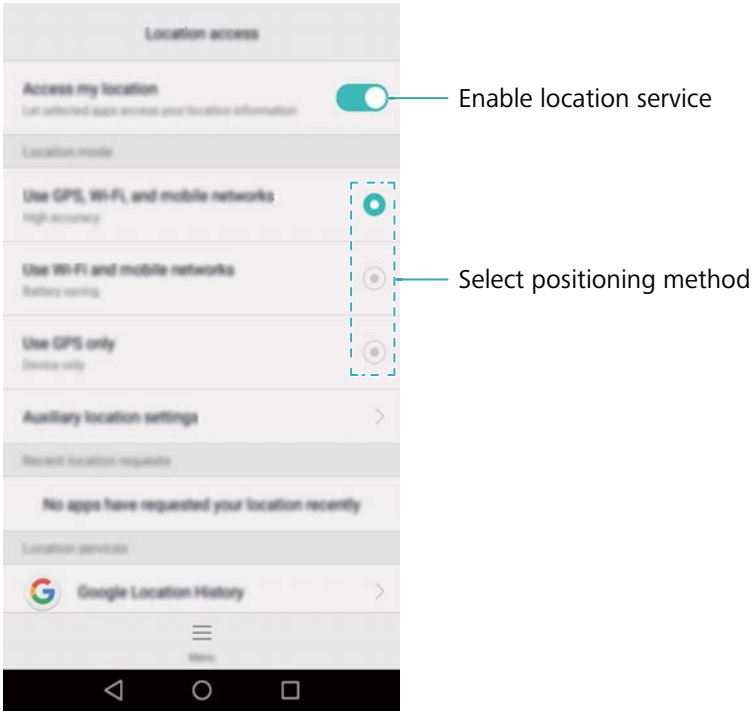
Features may vary depending on your carrier.

1 Open **Settings**.

2 Touch **Advanced settings** > **Location services** and then turn on the **Access to my location** switch.

3 Three options are available under **Location mode**:

- **Use GPS, Wi-Fi and mobile networks**: Uses GPS and your phone's Internet connection. Enable this option for highly accurate positioning.
- **Use Wi-Fi and mobile networks**: Only uses your phone's Internet connection. Enable this option for reduced power consumption and longer standby times.
- **Use GPS only**: Does not require an Internet connection. Enable this option to reduce mobile data usage.



Increasing indoor positioning accuracy

Your phone uses Wi-Fi and Bluetooth for more accurate positioning when you are indoors.

1 Open **Settings**.

2 Touch **Advanced settings** > **Location services** > **Menu** > **Scan settings**.

- Turn on the **Wi-Fi scanning** switch. Location applications and services will continually scan for Wi-Fi networks for more accurate positioning.
- Turn on the **Bluetooth scanning** switch. Location applications and services will search for Bluetooth devices for more accurate positioning.

Configuring the display settings

Configure the display settings to personalise your phone. For example, you can change the wallpaper, font size and screen-off time.

Go to **Settings** and then touch **Display**. You can configure the following settings:

- **Colour temperature**: Adjust the colour temperature for images displayed on your phone. Select a warmer colour temperature for a softer look and a cooler colour temperature for a sharper image. Clear the **Default** check box to manually adjust the colour temperature.
- **Wallpaper**: Set the lock screen and home screen wallpapers. For more information, see Changing the wallpaper.
- **Font size**: Set the font size.
- **Daydream**: When this feature is enabled and you have configured **Picture source** and **Duration**, your phone will automatically display images when it's being charged and the screen is locked.
- **Indicator light**: The status indicator will blink when you receive incoming calls, messages or other notifications.
- **Brightness**: Your phone will automatically adjust the screen brightness according to the ambient brightness. Clear the **Automatic brightness** check box to manually adjust the brightness.
- **Sleep**: The screen will lock automatically after a period of inactivity to reduce power consumption.
- **Auto-rotate screen**: If this option is enabled, your screen's orientation will switch automatically depending on how you hold your phone when performing certain operations, such as browsing a web page, viewing a picture or writing a message.

The above options may not be available on all phone models.

Sound settings

Change the incoming call and message ringtones or set the system alert sound and vibration effects.

Go to **Settings** and then touch **Sound**. You can configure the following settings:

- **Volumes**: Adjust the ringtone, media, alarm and call volume.

- **Silent mode**: Once enabled, your phone will not ring when you receive an incoming call or message, but the screen will still turn on. If you have also enabled **Vibrate in silent mode**, your phone will vibrate to alert you of incoming calls and messages.

  You can also enable or disable these features in the shortcuts tab. Touch to switch between **Sound**, **Vibration** and **Silent**.
- Select a ringtone under **Call ringtone & vibration** to change the ringtone. You can choose from preset ringtones or a local music file. Turn on the switch to enable vibrations when your phone rings.
- **Notification ringtone**: Choose a preset ringtone or a local music file as the notification tone for messages, emails and other notifications.
- Touch the switches under **System** to enable or disable dial pad touch tones, touch sounds, screen lock sounds, screenshot tones.

The above options may not be available on all phone models.

Changing the screen unlock method

Set a screen lock password to prevent unauthorised access to your phone.

Setting a screen unlock pattern

1. Open **Settings**.
2. Touch **Screen lock & passwords** > **Password** > **Pattern**.
3. Connect at least four dots to create a screen unlock pattern, then release your finger. Draw your screen unlock pattern again to confirm.
4. Enter a backup PIN containing at least four digits. If you forget your screen unlock pattern, you can enter the backup PIN to unlock the screen.

Unlocking the screen with a password

1. Open **Settings**.
2. Touch **Screen lock & passwords** > **Password**.
3. You can choose to set a PIN or password:
   - Touch **PIN**, then enter a PIN containing at least four digits and select **Done**.
   - Touch **Password**, then enter a password containing at least four characters and select **Done**.

Removing the screen lock password

1. Open **Settings**.
2. Touch **Screen lock & passwords** > **Password**.
3. Enter your screen lock password or unlock pattern, then touch **None**.

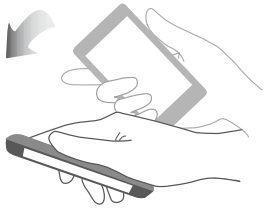
Gestures and navigation settings

Use simple gestures to control your phone. For example, flip your phone to mute ringtones or hold it to your ear to answer calls or dial a number.

Motion control

Open **Settings**. Touch **Smart assistance** > **Motion control** and then select the motions you want to enable.

- **Flip**: Mute sounds and disable vibrations for incoming calls, alarms and timers.



- **Draw**: Use your knuckle to draw a letter on the screen and launch a predefined application.

Navigation bar

Open **Settings** and then touch **Smart assistance** > **Navigation bar** to configure the navigation bar.

Choose a custom navigation bar layout. If you select a navigation bar containing , you can touch for fast access to the notification panel.

Aeroplane mode

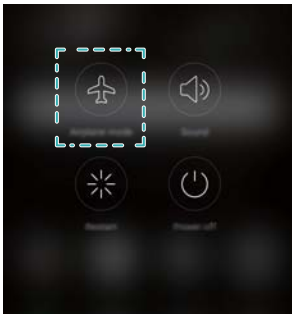
Wireless devices may interfere with an aeroplane's flight system. Power off your phone or switch to aeroplane mode when you are on a flight.

After you enable aeroplane mode, all of your phone's network features will be disabled. You will not be able to make or receive calls, or use mobile data, Bluetooth or Wi-Fi. However, you will still be able to play music, watch videos and use applications that do not require an Internet connection.

Use one of the following methods to enable or disable aeroplane mode:

- Swipe down from the status bar to open the notification panel. In the **Shortcuts** tab, turn on the **Airplane Mode** switch.

- Press and hold the power button, then touch **Airplane Mode**.



- Open **Settings**, then turn on the **Airplane Mode** switch.

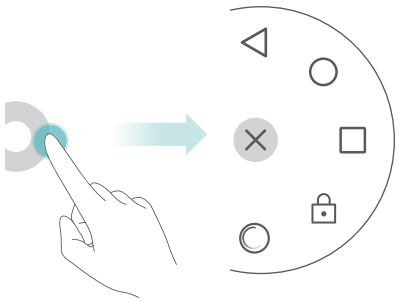
When aeroplane mode is on, is displayed in the status bar.

Using the floating dock

The floating dock gives you access to a number of frequently-used options and features, such as the back key, home key and one-touch optimisation. You can move the floating dock around the screen for easy one-hand use.

Open **Settings**. Touch **Smart assistance** > **Floating dock** and then turn on the **Floating dock** switch.

Once enabled, the floating dock button ( ) will be shown on all screens except the lock screen and notification panel. Touch to expand the floating dock menu.



Drag the floating dock to the desired location.

From the expanded menu, you can:

- Touch to return to the previous screen or exit the current application.
- Touch to return to the home screen.
- Touch to display the list of recently used applications.
- Touch to lock the screen.
- Touch to clean up the phone memory and close power-intensive applications running in the background.
- Touch to collapse the menu.

Setting your SIM card PIN

A personal identification number (PIN) is delivered with your SIM card to protect your phone data. If you have enabled PIN protection for your SIM card, you will need to enter the PIN each time you turn on your phone or insert the SIM card into another phone.

Features may vary depending on your network carrier.

Before you perform the following operations, make sure you have received a SIM card PIN from your carrier.

1. Open **Settings**.
2. Touch **Advanced settings** > **Security**, then select the options under **Card lock** to configure the SIM lock settings.
3. Turn on the **Lock SIM card** switch.
4. Enter your PIN, then touch **OK**. To change your PIN, touch **Change SIM PIN**.

- You will need to enter the PUK code if you exceed the maximum number of incorrect PIN attempts. The SIM card will be permanently locked if the PUK code is entered incorrectly too many times.
- Contact your carrier for details about these limits.

Setting up an account

Adding an account

Many applications and online services require you to create an account in order to access the full range of features.

1. Open **Settings**.
2. Touch **Accounts** > **Add account**.

3 Select an account type, then follow the onscreen instructions to enter your account information.

- You must install the corresponding application before you can add an account for a third-party application.
- To add a company account, see Adding an Exchange account.
- To add an email account, see Adding a personal email account.

Deleting an account

1 Open **Settings**.

2 Touch **Accounts**, then select the account type.

3 Select the account that you want to delete, then follow the onscreen instructions to delete it.

Syncing data with your phone

Enable the sync feature to keep all of your phone's data up-to-date and prevent data loss. You can sync emails, contacts and other data from your old phone or computer.

The type of data that can be synced depends on the account type. Some applications may not support syncing for all data types.

The example below illustrates how to sync data for an email account.

1 Open **Settings**.

2 Touch **Accounts** > , then select **Auto-sync data**. Follow the onscreen instructions, then touch **OK** to turn on the sync data switch.

3 On the **Accounts** screen, select an account type, then select the account that you want to sync with your phone.

4 Touch to sync your emails.

Setting the date and time

Features may vary depending on your carrier.

Open **Settings**. Touch **Advanced settings** > **Date & time** to configure the settings.

Changing the system language

1 Open **Settings**.

2 Touch **Advanced settings** > **Language & input**.

3 Touch **Language & region**, then select the desired language.

Viewing your phone's specifications

View your phone's specifications in a few simple steps. You can view information about your processor, memory, screen resolution and more.

Open **Settings** and touch **About phone**. Swipe up or down on the screen to view information about the processor, RAM, internal storage, screen resolution, IMEI and more.

Viewing the available storage space

Check that there is enough space on your phone's internal storage or microSD card before downloading update packages or large files.

Open **Settings** and touch **Advanced settings** > **Memory & storage** to view storage information.

Touch **Default location** to set the default storage location to **Internal storage** or **SD Card**.

Formatting the microSD card

Format your microSD card to delete all data and free up storage space.

Perform a backup before formatting your microSD card to prevent losing important data.

1. Open **Settings**.
2. Touch **Advanced settings** > **Memory & storage** > **SD card**.
3. Touch **Format** > **Erase & format**.

Accessibility Features

About your phone's accessibility features

Accessibility features make it easier for users with impaired vision or hearing to use their phone.

TalkBack

Enabling or disabling TalkBack

TalkBack is an accessibility feature designed for visually impaired users. It provides audible prompts to help you operate your phone. Once it is enabled, your phone will issue audible prompts for all content that you touch, select or enable. Please enable with caution.

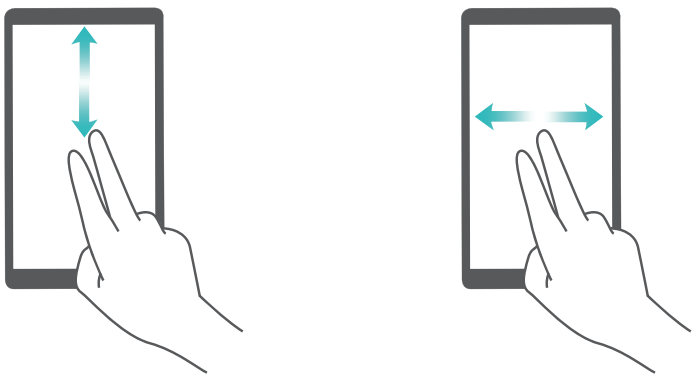
TalkBack's audible prompts are not available for all languages.

1. Open **Settings**.
2. Touch **Advanced settings** > **Accessibility** > **TalkBack**.
3. Turn on the **TalkBack** switch and then touch **OK** to enable TalkBack. The audible tutorial will be started automatically when you enable TalkBack for the first time. If you need to play the tutorial again, touch to access the settings and then select the tutorial.
4. Touch and then select **Explore by touch**. Your phone will not issue audible prompts for the content that you touch unless you turn on **Explore by touch**.

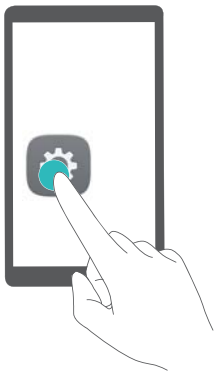
Using TalkBack to control your phone

After you have enabled TalkBack, use gestures to:

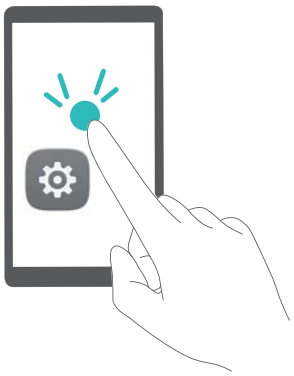
Browse the screen: Use two fingers to swipe the screen (instead of one). Swipe up or down with two fingers to scroll through menu lists. Swipe left or right to move between screens.



Select an item: Touch an item with one finger to select it (it will not open). The phone will read out the content of the selected item.



Open an item: Double touch any part of the screen using one finger to confirm your selection from the previous step.



For example, if you want to open **Settings**, two steps are required: Touch the **Settings** icon once using one finger and then touch twice on any part of the screen.

Configuring the TalkBack settings

TalkBack settings can be customised to suit your individual needs.

1 Open **Settings**.

2 Touch **Advanced settings** > **Accessibility** > **TalkBack** > .

Audible password prompts

This feature provides audible feedback for visually impaired users. When you enter a password, your phone will read out the letters as you type. This feature requires TalkBack to be enabled.

1 Open **Settings**.

2 Touch **Advanced settings** > **Accessibility** and then turn on the **Speak passwords** switch.

Text To Speech (TTS) output

This feature converts text into speech for visually impaired users. This feature requires TalkBack to be enabled.

1 Open **Settings**.

2 Touch **Advanced settings** > **Accessibility** > **Text-to-speech output**.

3 Select the desired speech synthesis engine and voice speed.

Captions

In addition to providing audible prompts, TalkBack also displays captions for hearing-impaired users. This feature requires TalkBack to be enabled.

1 Open **Settings**.

2 Touch **Advanced settings** > **Accessibility** > **Captions**.

3 Turn on the **Captions** switch and then configure the language, font size and caption style.

Magnification gestures

Use magnification gestures to zoom in on a specific area.

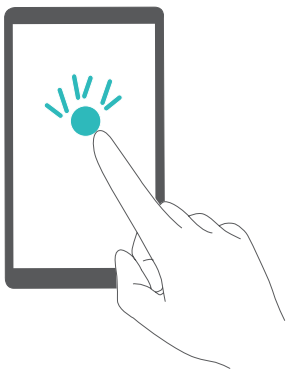
The keyboard and the navigation bar cannot be magnified.

1 Open **Settings**.

2 Touch **Advanced settings** > **Accessibility** > **Magnification gestures**.

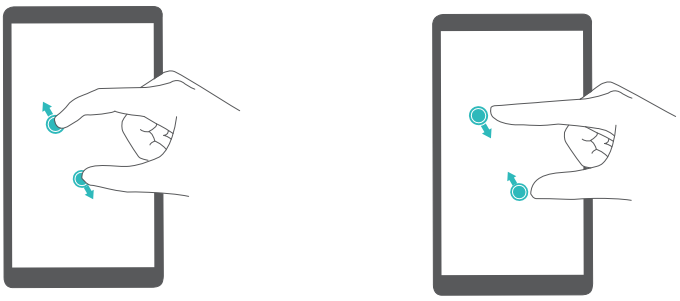
3 Turn on the **Magnification gestures** switch.

- **Zoom in**: Touch the screen three times in quick succession to zoom in. Touch the screen three times again to zoom back out. **Magnification gestures** will still be enabled when you touch the screen three times. Turn off the **Magnification gestures** switch to disable magnification gestures.



- **Browse a magnified area**: Swipe the screen using two or more fingers.

- **Adjust the zoom**: Pinch two or more fingers together or spread them apart. To zoom in, spread your fingers apart. Pinch your fingers together to zoom back out.



Using the power button to end a call

1 Open **Settings**.

2 Touch **Advanced settings** > **Accessibility** and then turn on the **Power button ends call** switch.

Once you have enabled this feature, press the power button to end a call.

Adjusting the screen response time

You can adjust the time that it takes for your phone to respond to gestures, such as touch and hold.

1 Open **Settings**.

2 Touch **Advanced settings** > **Accessibility** > **Touch & hold delay**.

3 Select the desired delay time: **Short**, **Medium** or **Long**.

Colour correction

Colour correction mode adjusts colours to make it easier for colour vision impaired users to distinguish between different parts of the screen.

Enable this mode with caution, as it may affect your phone's battery.

1 Open **Settings**.

2 Touch **Advanced settings** > **Accessibility** and then turn on the **Colour correction** switch.

3 Touch **Correction mode** and then select a correction mode.

This guide is for your reference only. The actual product, including but not limited to the colour, size, and screen layout, may vary. All statements, information, and recommendations in this guide do not constitute a warranty of any kind, express or implied.

MYA-L11: ™ The N-Mark is a trademark or registered trademark of NFC Forum, Inc. in the United States and in other countries.

Please visit http://consumer.huawei.com/en/support/hotline for up to date support hotline and email address information for your country or region.

Model:MYA-L11
MYA-L41

6012162_01